



*Training Course:
The Contracts & Project Management MBA*

*30 August - 10 September 2027
Baku (Azerbaijan)*

Training Course: The Contracts & Project Management MBA

Training Course code: PC4050 From: 30 August - 10 September 2027 Venue: Baku (Azerbaijan) - Training Course Fees: 9450 € Euro

Introduction

World-class organizations recognize that mastering project and contract management practices directly drives lower costs, higher productivity, and successful commercial outcomes. This 10-day MBA-style seminar provides participants with both strategic insights and practical skills in managing projects and contracts. The program covers critical areas such as project planning, contractor selection, risk management, negotiation, and performance measurement.

The seminar is divided into two modules:

- **Module I:** Mastering Project Management
- **Module II:** Mastering Contracts Management - The Oxford 5-Day MBA

Program Objectives

By the end of the program, participants will be able to:

- Define and monitor desired project and contract outcomes before starting
- Manage project uncertainties and volatile materials pricing
- Understand contract types and how they transfer risk
- Develop negotiation skills to achieve organizational objectives
- Plan, execute, and control projects efficiently
- Measure contractor and project performance using structured methodologies
- Improve alignment between project results and organizational goals

Target Audience

- Project Managers and Coordinators
- Contract Managers and Administrators
- Procurement and Supply Chain Professionals
- Engineers and Technical Leads involved in projects
- Senior Executives overseeing project and contract performance

Program Outline

Module I - Mastering Project Management

Day 1 - Introduction to Projects

- What is a project?
- Benefits of project management
- Why some projects fail
- Project leadership and team approach
- Roles in and around projects

Day 2 - Identify Outcomes and Plan for Achievement

- Importance of knowing your outcomes
- Project planning techniques
- Handling uncertainty
- Decision analysis under risk
- Project success criteria
- Elements of a robust project plan

Day 3 - Organize for Success & Gain Commitment

- Personal attitudes and human behaviors
- Gaining and maintaining stakeholder commitment
- Influence and persuasion skills
- Understanding team dynamics and empowerment
- Project support office functions
- Effective delegation

Day 4 - Monitor and Control Achievements

- Data, information, and knowledge management
- Integrating project scope, time, and cost
- Performance measures and monitoring
- Conflict management
- Lessons learned and learning culture
- Enhancing personal effectiveness

Day 5 - Take Massive Action & Stay Focused

- Decision-making influences
- Problem-solving techniques
- Team engagement and motivation
- Focus and time management
- Plan updating and change handling

Module II - Mastering Contracts Management: The Oxford 5-Day MBA

Day 6 - Contracting and Negotiations Planning

- Elements of a good contracting and procurement process
- Negotiation fundamentals
- Characteristics of a good negotiator
- Rules of negotiation preparation, BATNA, multiple issues
- Negotiation exercises

Day 7 - Financial Management and Risks

- Cost and pricing principles
- Allocating overheads and profit determination
- "Should Cost" analysis and pricing models
- Risk assessment and management strategies

Day 8 - Contract Types and Payments

- Contract risk-sharing continuum
- Fixed price vs cost-reimbursement contracts
- Economic price adjustment clauses
- Payment mechanisms and letters of credit
- Using price indexes effectively

Day 9 - Source Selection and Contract Development

- Performance-based contracting
- Source qualification and contracting methods
- Tendering criteria and contract drafting rules
- Terms, conditions, and essential contract elements

Day 10 - Contract Administration

- Entire agreement/critical integration clauses
- Post-award functions and responsibilities
- Contract administration duties and modifications
- Contract interpretation, disputes, and termination
- Close-out procedures

Registration form on the Training Course: The Contracts & Project Management MBA

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