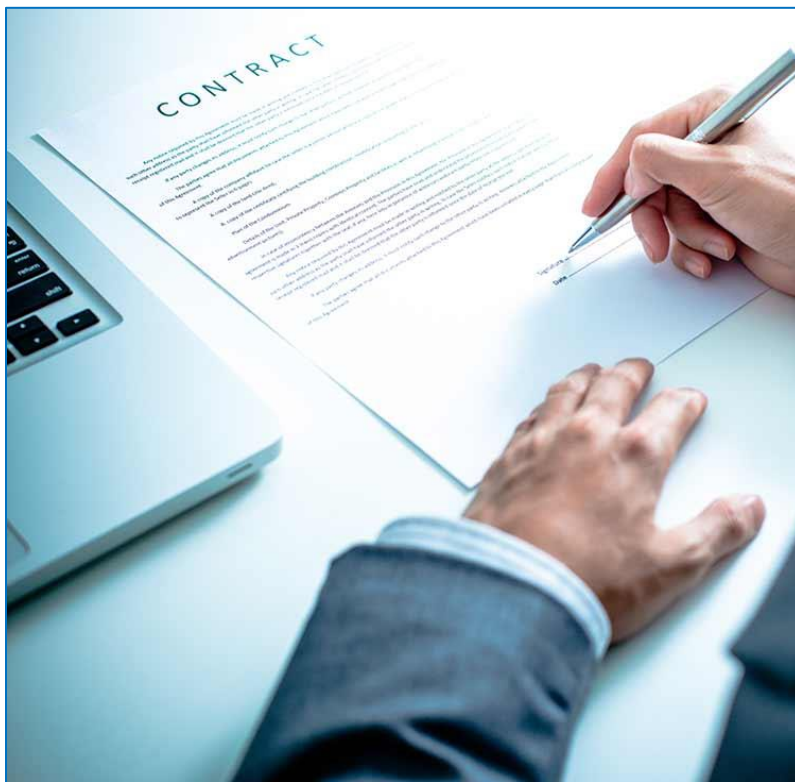




PM240P: Contract Management Advanced Level Certification Program

Training Description:

The **Advanced Contract Management Certification Program** is a comprehensive and intensive five-day course designed to equip professionals with advanced knowledge, tools, and best practices for managing complex contracts throughout their entire lifecycle. In today's highly regulated and commercially competitive environment, effective contract management plays a critical role in minimizing risks, maximizing value, ensuring compliance and achieving successful business outcomes.

This advanced-level certification training course focuses on strategic contract management principles, contract administration, risk allocation, claims management, negotiation strategies, contract performance monitoring, dispute resolution, and contract closeout. Participants will gain practical insights into managing various types of contracts including EPC, EPCM, construction, procurement, service, maintenance and long-term framework agreements.

The training course combines international best practices, case studies, practical exercises, group discussions and real-world scenarios to enhance participants' ability to manage contractual obligations, identify risks, handle variations and claims and maintain strong commercial relationships with stakeholders.

Upon successful completion, participants will be able to apply advanced contract management techniques that improve project delivery, strengthen governance, reduce contractual disputes and protect organizational interests.

Training Objectives:

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

- ✓ Understand advanced principles and frameworks of contract management
- ✓ Develop effective contract governance and administration strategies
- ✓ Identify, assess, and mitigate contractual and commercial risks
- ✓ Manage contract performance using KPIs and performance measurement systems
- ✓ Handle contract changes, variations, and amendments effectively
- ✓ Evaluate and manage contractor and supplier performance
- ✓ Apply advanced negotiation techniques in contractual situations
- ✓ Administer claims and disputes using industry best practices
- ✓ Interpret key contract clauses and their legal implications
- ✓ Improve compliance with contractual obligations and regulatory requirements
- ✓ Manage contract closeout and lessons learned processes
- ✓ Enhance stakeholder communication and relationship management throughout the contract lifecycle

Training Designed for:

This training course is intended for Contract Managers, Senior Contract Administrators, Procurement and Supply Chain Managers, Commercial Managers, Project Managers, Project Controls Professionals, Legal Advisors and Contract Specialists, Tendering and Bidding Professionals, Operations and Maintenance Managers, Engineering Managers, Construction Managers, Vendor Management Professionals, Government Contract Officers and Professionals involved in high-value contracts and project execution.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

ADVANCED CONTRACT MANAGEMENT FRAMEWORK AND CONTRACT GOVERNANCE

- ❖ **Introduction to Advanced Contract Management**
 - Strategic role of contract management
 - Contract lifecycle management framework
 - Contract management maturity models
 - Global best practices and standards
- ❖ **Contract Governance Framework**
 - Contract governance structures
 - Roles and responsibilities
 - Delegation of authority
 - Contract management policies and procedures
- ❖ **Contract Types and Commercial Models**
 - Lump Sum Contracts
 - Unit Rate Contracts
 - Cost-Reimbursable Contracts
 - EPC and EPCM Contracts
 - Framework Agreements
 - Public-Private Partnership (PPP) Contracts
- ❖ **Critical Contract Clauses**
 - Scope of work
 - Payment provisions
 - Liquidated damages
 - Warranties and guarantees
 - Force majeure
 - Termination clauses
 - Limitation of liability
- ❖ **Exercises:**
 - Contract governance assessment exercise
 - Contract clause interpretation case study

DAY TWO:

CONTRACT RISK MANAGEMENT AND PERFORMANCE MANAGEMENT

- ❖ **Contract Risk Management Framework**
 - Risk identification methodologies
 - Contractual risk registers

- Risk ownership and allocation
- Risk mitigation planning
- ❖ **Commercial Risk Analysis**
 - Financial risks
 - Schedule risks
 - Supply chain risks
 - Regulatory and compliance risks
 - Operational risks
- ❖ **Risk Allocation Principles**
 - Balanced risk allocation
 - Risk transfer strategies
 - Contractor versus owner risks
- ❖ **Contract Performance Management**
 - Performance measurement systems
 - Service level agreements (SLAs)
 - Key Performance Indicators (KPIs)
 - Contractor performance evaluation
- ❖ **Monitoring and Reporting**
 - Contract dashboards
 - Compliance monitoring
 - Early warning mechanisms
 - Performance reporting
- ❖ **Exercises:**
 - Contract risk assessment exercise
 - KPI development workshop

DAY THREE:

CONTRACT ADMINISTRATION, VARIATIONS, CLAIMS AND CHANGE MANAGEMENT

- ❖ **Advanced Contract Administration**
 - Contract execution and mobilization
 - Contract documentation systems
 - Communication management
 - Contract correspondence protocols
- ❖ **Managing Variations and Changes**
 - Change management processes
 - Variation requests and approvals
 - Cost and schedule impact analysis
 - Contract amendment procedures
- ❖ **Claims Management**
 - Types of contractual claims
 - Delay and disruption claims
 - Extension of time claims
 - Cost recovery claims
- ❖ **Claims Evaluation Techniques**
 - Cause-and-effect analysis
 - Documentation requirements

- Claim substantiation methods
- Entitlement assessment
- ❖ **Contract Record Keeping**
 - Documentation best practices
 - Evidence management
 - Audit trails
- ❖ **Exercises:**
 - Variation order analysis
 - Claims preparation and evaluation exercise

DAY FOUR:

ADVANCED NEGOTIATION, DISPUTE RESOLUTION AND CONTRACT COMPLIANCE

- ❖ **Advanced Contract Negotiation Techniques**
 - Strategic negotiation planning
 - Interest-based negotiation
 - Negotiation psychology
 - Multi-party negotiations
- ❖ **Negotiation in Complex Projects**
 - Managing difficult stakeholders
 - Supplier relationship management
 - Commercial negotiation strategies
- ❖ **Contract Compliance Management**
 - Compliance frameworks
 - Regulatory requirements
 - Internal controls
 - Audit readiness
- ❖ **Dispute Prevention Strategies**
 - Early intervention techniques
 - Contractual issue escalation
 - Relationship preservation
- ❖ **Dispute Resolution Methods**
 - Negotiation
 - Mediation
 - Adjudication
 - Arbitration
 - Litigation overview
- ❖ **Exercises:**
 - Contract negotiation simulation
 - Dispute resolution case study

DAY FIVE:

STRATEGIC CONTRACT MANAGEMENT, CONTRACT CLOSEOUT AND CERTIFICATION ASSESSMENT

- ❖ **Strategic Contract Management**
 - Contract portfolio management
 - Strategic supplier partnerships
 - Value creation through contracts
 - Contract optimization techniques

- ❖ **Contract Analytics and Digital Transformation**
 - Contract lifecycle management (CLM) systems
 - Digital contract repositories
 - Data analytics in contract management
 - AI and emerging technologies
- ❖ **Contract Closeout Management**
 - Contract completion procedures
 - Final account settlement
 - Warranty management
 - Lessons learned capture
- ❖ **Continuous Improvement**
 - Contract performance reviews
 - Organizational learning
 - Contract management maturity improvement
- ❖ **Capstone Exercise**
 - End-to-end contract management case study
 - Team presentation and analysis
- ❖ **Certification Assessment**
 - Knowledge examination
 - Practical scenario evaluation
 - Course review and feedback

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

AMI Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

USD\$ TBA - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

- 07:45 - 08:00 Morning Coffee / Tea
- 08:00 - 10:00 First Session

10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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