MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MANAGING & ADMINISTERING THE CONTRACTS COST-EFFECTIVELY

""Maximizing Contract Value While Minimizing Risk, Disputes, and Overspend""

Schedule

Date	Venue	Fees (Face-to-Face)
19 – 23 Jan 2026	Dubai, UAE	USD 3495 per delegate
15 – 19 Feb 2026	Doha, Qatar	USD 3495 per delegate
02 – 06 Mar 2026	London, UK	USD 3495 per delegate
20 – 24 Apr 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In an era of financial constraints and heightened accountability, the ability to manage and administer contracts cost-effectively is a mission-critical capability. Contracts influence supplier performance, risk exposure, operational efficiency, and financial results. This intensive five-day program equips contract managers, procurement officers, project leaders, and legal professionals with the practical tools and strategic insight needed to administer contracts efficiently. Participants will learn how to control cost, minimize claims, manage change, and maintain strong supplier relationships—all within the legal and commercial framework of the contract.

Objectives

By the end of this course, participants will be able to:

- Interpret and apply contract clauses that influence cost and risk.
- Manage variations, extensions, and scope changes effectively.
- Monitor contractor performance and enforce deliverables.
- Administer claims and disputes in accordance with contract terms.
- Improve communication with internal stakeholders and vendors.
- Apply tools to track, control, and forecast contract costs.

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Why Attend

- Strengthen your ability to ensure contract value is delivered on time and on budget.
- Reduce common administrative errors that lead to cost overruns.
- Gain confidence in negotiating and managing contractor obligations.
- Understand the legal framework that governs contract execution.
- Apply global best practices in commercial and operational contract administration.

Target Audience

This program is designed for:

- Contract and commercial managers
- Procurement and sourcing specialists
- Project managers and engineers
- Legal officers and risk professionals
- Any professional responsible for contract oversight or execution

Individual Benefits

Key competencies that will be developed include:

- Commercial awareness and contract literacy
- Risk-based contract oversight
- Financial monitoring and invoice verification
- Communication and dispute mitigation
- Process discipline and performance documentation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced cost leakage and scope creep
- Faster resolution of disputes and claims
- Stronger contractor performance oversight
- Improved internal collaboration between legal, finance, and operations
- Enhanced commercial governance and audit readiness

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategic Lectures – Legal, commercial, and operational principles
- Case Studies – Contract performance, failure, and success analysis
- Tools – Templates for variation registers, claim logs, and performance checklists
- Group Activities – Simulated scenarios for contract negotiation and review
- Role Plays – Handling disputes, escalations, and contractor pushback
- Practical Exercises – Drafting communications, verifying entitlements

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Contract Foundations and Cost-Risk Awareness

- **Module 1: Understanding Contract Types and Cost Implications (07:30 – 09:30)**
- Fixed-price, cost-plus, time-and-materials
- Risk vs. reward profiles in each type
- Selecting the right contract model
- **Module 2: Contract Clauses That Impact Cost (09:45 – 11:15)**
- Payment terms, variation provisions, escalation clauses
- Risk allocation and indemnity wording
- Termination rights and cost recovery
- **Module 3: Administering Obligations and Deliverables (11:30 – 01:00)**
- Milestones, KPIs, and deliverables
- Contract compliance registers and logs
- Managing documents and evidence
- **Module 4: Practical – Obligation Register Review (02:00 – 03:30)**
- Populate and review a live obligation tracking template

Day 2: Cost Controls and Contract Execution

- **Module 5: Budgeting and Forecasting Contract Spend (07:30 – 09:30)**
- Establishing baseline budgets
- Forecasting trends and cost-to-complete tools
- Dealing with exchange rate and inflation risks
- **Module 6: Monitoring Invoices and Deliverables (09:45 – 11:15)**
- Progress payment validation
- Withholdings and performance-based triggers
- Documentation for audit and defense
- **Module 7: Managing Variations and Scope Creep (11:30 – 01:00)**
- Variation notice procedures
- Time and cost assessments
- Scope control techniques
- **Module 8: Case Study – Variation Mismanagement (02:00 – 03:30)**
- Real-world example of a project with uncontrolled changes

Day 3: Claims, Disputes and Legal Safeguards

- **Module 9: Claims Administration and Avoidance (07:30 – 09:30)**
- Types of claims: delay, disruption, acceleration, payment
- Time-bars, notices, and waiver traps
- Contractor claim strategies
- **Module 10: Dispute Resolution in Contract Context (09:45 – 11:15)**
- Escalation paths: DABs, arbitration, litigation
- Practical negotiation techniques
- Avoiding deadlocks and hostile escalation
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Module 11: Writing Defensible Contract Communication (11:30 – 01:00)

- Drafting notices, reminders, instructions, and rejections
- Tone and structure for legal defensibility
- Documentation discipline
- **Module 12: Simulation – Claim Response Exercise (02:00 – 03:30)**
- Participants draft and defend a variation rejection letter

Day 4: Stakeholder Management and Governance

- **Module 13: Internal Collaboration and Contract Oversight (07:30 – 09:30)**
- Roles of procurement, legal, operations, and finance
- Creating alignment on contract strategy
- Internal reporting protocols
- **Module 14: Contract Meetings and Performance Reviews (09:45 – 11:15)**
- Pre-meeting planning and agendas
- Tracking performance and issue logs
- Escalation and correction
- **Module 15: Risk-Based Administration and Reporting (11:30 – 01:00)**
- Critical path reviews and risk indicators
- Red flag monitoring and exception handling
- Escalation points and status reports
- **Module 16: Group Activity – Cost Impact Risk Ranking (02:00 – 03:30)**
- Risk-based focus for contract management resource allocation

Day 5: Performance Closure and Continuous Improvement

- **Module 17: Contract Close-Out and Final Payments (07:30 – 09:30)**
- Certificate of completion, punch lists, and handover
- Dispute and defect liability period tracking
- Financial reconciliation and audit trail
- **Module 18: Lessons Learned and Post-Mortem Reviews (09:45 – 11:15)**
- Capturing successes and failures
- Tools for internal learning and planning
- Building stronger templates and SOPs
- **Module 19: Continuous Improvement in Contract Administration (11:30 – 01:00)**
- Benchmarking and performance metrics
- Modern tools: dashboards, automation, AI
- Key contract management trends
- **Module 20: Final Workshop – Contract Admin Excellence Roadmap (02:00 – 03:30)**
- Team activity: planning process improvements
- Instructor review and participant feedback

Certification

Participants who complete the program will receive a Certificate of Completion in **Managing & Administering the Contracts Cost-Effectively,** recognizing their capability to ensure contracts deliver value, control risk, and support organizational performance.

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Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

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