

OPERATING PRACTICES IN CONTRACT ADMINISTRATION

“Mastering Effective Contract Management and Administration for Organizational Success”

Schedule

Date	Venue	Fees (Face-to-Face)
18 - 19 Feb 2026	Doha, Qatar	USD 1995 per delegate

Introduction

Contract administration is the process of managing and executing contracts to ensure that the terms and conditions are met while minimizing risks and maximizing business outcomes. Effective contract administration helps organizations avoid disputes, ensure compliance, and achieve their business objectives. For professionals involved in contract management, understanding the best practices, tools, and techniques for administering contracts is essential for success.

This 2-day course offers a deep dive into the operating practices of contract administration. Participants will gain an understanding of the legal and operational aspects of contract management, explore strategies for effective execution, and learn how to handle disputes and enforce compliance. This course will provide participants with the skills required to manage contracts from initiation to completion, ensuring that organizational goals are met efficiently.

Objectives

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

- Understand the key principles and best practices in contract administration
- Manage the entire lifecycle of a contract, from initiation to completion
- Develop effective contract management strategies to ensure compliance and performance
- Identify and mitigate common risks associated with contract administration
- Resolve disputes effectively and enforce contract terms and conditions
- Improve communication and collaboration between stakeholders to ensure successful contract execution

Why Attend

- Learn to manage contracts efficiently and ensure compliance with terms and conditions
- Gain insights into contract negotiation, administration, and dispute resolution
- Master the skills needed to reduce risks and improve outcomes through effective contract management
- Build stronger working relationships with vendors, clients, and internal stakeholders
- Understand the legal implications of contract administration and how to minimize legal risks

Target Audience

This program is designed for:

- Contract administrators, managers, and officers
- Project managers and contract negotiators
- Legal professionals and corporate lawyers specializing in contract law
- Procurement and supply chain managers
- Senior executives and business managers overseeing contract performance and compliance

Individual Benefits

Key competencies that will be developed include:

- A solid understanding of the entire contract lifecycle from initiation to completion
- Proficiency in managing contract compliance, performance, and risk
- Skills in negotiating, interpreting, and enforcing contracts
- The ability to identify and resolve contract disputes effectively
- Confidence in handling complex contractual terms and ensuring alignment with organizational goals

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract management processes, reducing risks and increasing efficiency
- Stronger vendor and client relationships through effective contract execution
- Enhanced compliance with contractual obligations and legal requirements
- Better control over contract costs and timelines
- Fewer contract disputes and smoother contract enforcement

Instructional Methodology

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

- Strategy Briefings - Key principles of contract administration, lifecycle management, and risk reduction
- Case Studies - Real-world examples of successful and unsuccessful contract management
- Workshops - Hands-on exercises to develop contract management strategies, compliance plans, and dispute resolution methods
- Peer Exchange - Group discussions and feedback on contract administration challenges and solutions
- Tools - Contract management templates, compliance checklists, and risk management frameworks

Course Outline

Detailed 2-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: Key Principles of Contract Administration and Lifecycle Management

- **Module 1: Introduction to Contract Administration** (07:30 – 09:30)
 - What is contract administration and why is it important?
 - The role of contract administrators in ensuring compliance and performance
 - Understanding the lifecycle of a contract: from creation to completion
- **Module 2: Contract Negotiation and Formation** (09:45 – 11:15)
 - The basics of contract negotiation: terms, pricing, and conditions
 - Best practices for drafting and reviewing contracts
 - Common contract clauses and their implications for performance and compliance
- **Module 3: Contract Execution and Monitoring** (11:30 – 01:00)
 - Managing the execution of the contract: timelines, deliverables, and responsibilities
 - Monitoring contract performance and ensuring compliance with terms and conditions
 - Tools for tracking contract performance and identifying potential issues
- **Module 4: Workshop – Contract Drafting and Monitoring Exercise** (02:00 – 03:30)
 - Participants will work in groups to draft key clauses of a contract and develop monitoring mechanisms
 - Group discussions and feedback on their approach to contract monitoring and compliance

Day 2: Dispute Resolution and Legal Considerations in Contract Administration

- **Module 5: Common Contract Risks and Mitigation Strategies** (07:30 – 09:30)
 - Identifying risks in contract administration: financial, legal, and operational risks
 - Techniques for mitigating and managing risks during contract execution
 - Contingency planning and dealing with unforeseen circumstances
- **Module 6: Dispute Resolution in Contract Administration** (09:45 – 11:15)
 - Common causes of disputes in contract administration
 - Methods for resolving disputes: negotiation, mediation, and arbitration
 - Drafting dispute resolution clauses in contracts and their importance
- **Module 7: Legal Aspects of Contract Administration** (11:30 – 01:00)
 - Understanding the legal framework for contract enforcement
 - The role of legal professionals in contract administration
 - Legal remedies for breach of contract and enforcing contractual obligations
- **Module 8: Workshop – Dispute Resolution and Risk Mitigation** (02:00 – 03:30)
 - Participants work through a case study involving a contract dispute and propose risk mitigation and dispute resolution strategies
 - Group presentations and feedback on their approach to resolving contract disputes

Certification

Participants will receive a **Certificate of Completion in Operating Practices in Contract Administration**, validating their proficiency in managing and administering contracts effectively within their organization.

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