

EFFECTIVE CONTRACTING ESSENTIALS MANAGEMENT

“Strengthen Your Contracting Skills to Reduce Risk, Ensure Compliance, and Deliver Commercial Value”

Schedule

Date	Venue	Fees (Face-to-Face)
24 - 26 Feb 2026	Dubai, UAE	USD 2495 per delegate

Introduction

Contracts are the foundation of business relationships and commercial success. Whether procuring goods, delivering services, or managing projects, clear and well-managed contracts reduce risk, ensure legal compliance, and drive accountability. However, many professionals lack the structured knowledge to manage contracts effectively throughout their lifecycle.

This 3-day course provides participants with essential contracting knowledge—from contract creation and risk allocation to performance monitoring and close-out. It equips procurement, legal, project, and operational teams with the tools and insights to handle contracts more confidently and effectively.

Objectives

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

- Understand the full lifecycle of a contract—from planning to close-out
- Identify and mitigate contractual risks through effective terms and conditions
- Draft and review essential contract clauses with commercial awareness
- Monitor contract performance, obligations, and supplier compliance
- Handle variations, disputes, and claims in line with contract law principles
- Apply best practices in contract governance, documentation, and close-out

Why Attend

- Gain a comprehensive overview of contract management fundamentals
- Reduce delays, disputes, and financial losses due to weak contract oversight
- Learn how to read, review, and manage contracts even without legal training
- Build stronger partnerships with vendors, contractors, and clients
- Develop confidence in handling contractual challenges across industries

Target Audience

This program is designed for:

- Contract administrators and procurement officers
- Project managers and commercial professionals
- Engineers, operations, and finance staff handling contracts
- Legal coordinators and compliance teams
- Anyone involved in reviewing, negotiating, or managing contracts

Individual Benefits

Key competencies that will be developed include:

- Contract interpretation and risk recognition
- Understanding key terms such as indemnity, liability, and warranties
- Skills in variation, extension, and change order management
- Documentation and communication practices in contract execution
- Improved ability to collaborate across technical, legal, and commercial functions

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract execution and value realization
- Reduced contract-related disputes and legal exposure
- Enhanced supplier and stakeholder relationships
- More efficient and compliant contract management processes
- Greater consistency in contract performance tracking and reporting

Instructional Methodology

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

- Strategy Briefings - Contract lifecycle, risk mitigation, and governance models
- Case Studies - Lessons from real procurement and project contract failures
- Workshops - Clause drafting, obligation tracking, and contract planning
- Peer Exchange - Role-play and scenario discussions on contractual decisions
- Tools - Templates for contract checklists, variation logs, and performance trackers

Course Outline

DETAILED 3-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: Foundations of Contract Management

- Module 1: Introduction to Contracting (07:30 - 09:30) • Purpose of contracts and their role in business operations • Key stages of the contract lifecycle • Stakeholders in contract creation and execution
- Module 2: Contract Structures and Types (09:45 - 11:15) • Lump sum, unit rate, time & materials, service level agreements • Choosing the right type based on scope and risk
- Module 3: Key Contract Clauses and Commercial Terms (11:30 - 01:00) • Payment terms, delivery obligations, warranties, liabilities • Force majeure, indemnity, limitation of liability
- Module 4: Workshop - Clause Analysis Exercise (02:00 - 03:30) • Participants review a sample contract and highlight key risks

Day 2: Contract Execution, Variations & Risk Management

- Module 1: Contract Execution and Obligation Management (07:30 - 09:30) • Contract kick-off, roles, and communication protocols • Deliverables tracking, milestone reporting
- Module 2: Managing Variations and Change Orders (09:45 - 11:15) • Identifying changes vs. scope creep • Variation notice process and approvals
- Module 3: Handling Disputes and Claims (11:30 - 01:00) • Common sources of disputes in contracts • Dispute resolution clauses, escalation paths, and documentation
- Module 4: Workshop - Change and Claim Scenario (02:00 - 03:30) • Teams simulate a variation and prepare supporting documentation

Day 3: Contract Governance and Close-Out

- Module 1: Monitoring Contract Performance (07:30 - 09:30) • KPIs, SLAs, and vendor performance metrics • Tracking compliance and managing underperformance
- Module 2: Documentation and Audit Readiness (09:45 - 11:15) • Filing systems, approvals, and version control • Maintaining defensible records for internal and external audits
- Module 3: Contract Close-Out and Lessons Learned (11:30 - 01:00) • Final payments, releases, and performance evaluation • Capturing lessons for future procurement cycles
- Module 4: Final Exercise - Contract Review Simulation (02:00 - 03:30) • Participants assess a full contract case and present improvement recommendations

Certification

Participants will receive a Certificate of Completion in Effective Contracting Essentials Management, confirming their knowledge and capabilities in administering, evaluating, and managing contracts throughout the full project and procurement lifecycle.

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