

CONTRACT ADMINISTRATION & MANAGEMENT

“Mastering the Art of Efficient Contract Management from Negotiation to Execution”

Schedule

Date	Venue	Fees (Face-to-Face)
18 – 22 May 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Effective contract administration and management are essential for the success of any organization involved in procuring goods or services. This 5-day course is designed to provide professionals involved in the creation, negotiation, and execution of contracts with a comprehensive understanding of contract management best practices.

Participants will learn the fundamental principles of contract administration, including risk management, performance monitoring, dispute resolution, and compliance. By the end of the course, participants will be equipped with the tools to ensure the successful management of contracts throughout their lifecycle—from the negotiation phase to contract closure.

Objectives

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

- Understand the key principles of contract law and contract administration.
- Draft, negotiate, and administer contracts effectively to mitigate risks.
- Manage contract performance to ensure timely and quality delivery of goods and services.
- Handle disputes and resolve issues efficiently in accordance with contract terms.
- Monitor and evaluate compliance with contractual obligations and standards.
- Implement strategies for ensuring the success of contracts and minimizing potential liabilities.

Why Attend

- Gain practical knowledge of contract law and administration to reduce legal and financial risks.
- Learn to draft and negotiate effective contracts that protect your organization's interests.
- Master the art of monitoring contract performance and ensuring compliance.
- Learn strategies for resolving disputes and minimizing conflicts during contract execution.
- Understand the tools and techniques for managing contract risks and ensuring timely delivery.
- Develop the skills to effectively manage complex contracts and work with various stakeholders.

Target Audience

This program is designed for:

- Contract managers, administrators, and coordinators responsible for overseeing contracts and agreements
- Procurement professionals involved in contract creation and execution
- Project managers and team leaders managing contracts in construction, engineering, or other sectors
- Legal professionals supporting contract management activities
- Anyone involved in negotiating, drafting, and administering contracts across industries

Individual Benefits

Key competencies that will be developed include:

- Advanced knowledge of contract law and effective contract administration practices.
- Expertise in contract negotiation, dispute resolution, and compliance management.
- Skills in performance monitoring and managing the contract lifecycle efficiently.
- Ability to identify and mitigate risks associated with contract management.
- Proficiency in handling complex contracts, legal documents, and contractual obligations.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced ability to draft, negotiate, and manage contracts effectively, reducing potential risks.
- Improved contract performance monitoring, ensuring timely and quality delivery of contracted services.
- Stronger dispute resolution capabilities and more efficient handling of contractual issues.
- Increased compliance with contractual obligations, reducing liability for the organization.
- Improved cost control, efficiency, and value for money in contract procurement and management.

Instructional Methodology

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

- Strategy Briefings – Detailed lectures on contract law, administration principles, and contract management processes.
- Case Studies – Real-world examples of successful and challenging contract management scenarios.
- Workshops – Hands-on exercises in contract drafting, negotiation, and dispute resolution.
- Peer Exchange – Group discussions to share experiences and best practices in contract management.
- Tools – Practical tools and templates for drafting, managing, and monitoring contracts.

MAWA EVENTS

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Course Outline

Training Hours: 9:00 AM – 4:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 10:30 & 12:00 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Contract Administration and Law

- Module 1: Overview of Contract Law and Administration (09:00 – 11:00)
- Introduction to contract law: key principles and contract formation
- Types of contracts: fixed-price, cost-reimbursable, time and materials, and others
- Understanding the essential elements of a contract: offer, acceptance, consideration, and mutual assent
- Module 2: Role of Contract Administration in Project Success (11:15 – 01:00)
- Defining the scope of contract administration
- The role of contract administration in project delivery and risk mitigation
- Key responsibilities of contract administrators throughout the contract lifecycle
- Module 3: Drafting and Negotiating Contracts (02:00 – 04:30)
- Key considerations in contract drafting: clarity, scope, terms, and conditions
- Contract negotiation strategies and techniques
- Legal terms and clauses to include in contracts for protection

Day 2: Performance Management and Risk Mitigation

- Module 1: Monitoring Contract Performance and Compliance (09:00 – 11:00)
- Setting up performance indicators and milestones for contract delivery
- Techniques for tracking and evaluating contractor performance
- Identifying and addressing issues early to avoid project delays
- Module 2: Risk Identification and Mitigation in Contracts (11:15 – 01:00)
- Common risks in contract execution: financial, legal, and operational
- Risk management strategies for mitigating potential contractual issues
- Handling contract amendments and modifications due to unforeseen risks
- Module 3: Managing Financial and Budgetary Aspects of Contracts (02:00 – 04:30)
- Financial management within contracts: cost control and payment schedules
- How to handle invoicing, payments, and penalties in contracts
- Developing cost-effective strategies for contract management

Day 3: Dispute Resolution and Legal Considerations

- Module 1: Handling Contract Disputes (09:00 – 11:00)
- Common sources of contract disputes and how to prevent them
- Dispute resolution mechanisms: negotiation, mediation, and arbitration
- Best practices for resolving disputes quickly and efficiently
- Module 2: Legal Considerations in Contract Execution (11:15 – 01:00)
- Compliance with laws and regulations: local and international standards
- Managing legal risks in contract management
- Working with legal teams to ensure contracts are legally sound and enforceable
- Module 3: Contract Modifications and Termination (02:00 – 04:30)
- Understanding contract modification processes and their legal implications
- Handling contract terminations: causes, procedures, and remedies
- Ensuring compliance with termination clauses and exit strategies

Day 4: Advanced Contract Management and Compliance

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Module 1: Best Practices for Effective Contract Management (09:00 – 11:00)

- Key strategies for efficient and effective contract management
- Managing contract lifecycles: from initiation to closure
- How to ensure consistent compliance with contract terms and conditions
- Module 2: International Contracts and Cross-Border Considerations (11:15 – 01:00)
- Key differences between domestic and international contracts
- Handling jurisdiction and law selection clauses in international contracts
- Managing cross-border contracts and cultural considerations
- Module 3: Ethical Considerations in Contract Administration (02:00 – 04:30)
- Addressing ethical issues in contract administration
- Preventing fraud, corruption, and unethical behavior in contract management
- Promoting transparency and accountability in the contract process

Day 5: Final Workshop and Course Wrap-Up

- Module 1: Contract Administration Case Studies (09:00 – 11:00)
- Analyzing case studies of successful and challenging contract administration scenarios
- Group work on solving real-world contract administration problems
- Module 2: Developing an Action Plan for Contract Management (11:15 – 01:00)
- Creating an action plan for applying contract administration principles to your organization
- Identifying opportunities for improvement in your current contract management processes
- Module 3: Final Q&A and Course Wrap-Up (02:00 – 04:30)
- Review of key concepts and takeaways
- Open Q&A session to address specific participant queries
- Certificate distribution and course conclusion

Certification

Upon completing the training course, participants will receive a Certificate of Completion in Contract Administration & Management, recognizing their ability to effectively administer, manage, and monitor contracts to ensure successful execution, compliance, and dispute resolution throughout the contract lifecycle.

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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Interested in running this course for your team?
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