

## CERTIFICATE IN CONTRACTS MANAGEMENT

*“Master the Art of Contract Development, Negotiation, and Administration for Effective Project and Business Performance”*

### Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

### Introduction

Contracts form the backbone of every business relationship and project execution. Effective contract management ensures that all parties meet their obligations, risks are minimized, and organizational goals are achieved efficiently. The Certificate in Contracts Management course provides participants with a solid foundation in contract principles, drafting, negotiation, and administration across various industries.

This program covers the entire contract lifecycle — from planning and tendering to execution, performance monitoring, and closure. Participants will gain the knowledge and practical skills to create well-structured agreements, manage supplier and client relationships, and handle variations or disputes professionally. With a focus on best practices, real-world examples, and interactive learning, this course empowers professionals to manage contracts strategically and confidently.

### Objectives

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

- Understand the fundamental principles and legal aspects of contracts.
- Develop, review, and negotiate contract terms and conditions effectively.
- Manage the full contract lifecycle — from pre-award to closeout.
- Identify and mitigate risks throughout contract execution.
- Ensure compliance with organizational and legal requirements.
- Resolve contractual disputes using structured approaches.
- Improve collaboration between internal teams and external stakeholders.
- Apply best practices in contract governance and documentation.

## Why Attend

Whether managing procurement, projects, or service agreements, professionals who understand contract management can significantly enhance business outcomes. This course equips participants with the legal, financial, and managerial insights needed to control costs, safeguard interests, and ensure performance. It bridges theory and practice, making it ideal for both new and experienced contract professionals seeking to formalize their knowledge and strengthen their capabilities.

## Target Audience

This course is suitable for:

- Contract and Procurement Managers
- Project Managers and Engineers
- Supply Chain and Operations Professionals
- Legal and Compliance Officers
- Vendor Relationship Managers
- Finance and Commercial Executives
- Anyone involved in drafting, negotiating, or managing contracts

## Individual Benefits

- Develop a strong understanding of contract law and best practices.
- Learn to draft and interpret contract clauses with confidence.
- Improve negotiation, communication, and risk management skills.
- Gain the ability to monitor and evaluate contract performance.
- Enhance career opportunities in project, procurement, and contract roles.
- Build confidence in managing complex contractual relationships.

## Organizational Benefits

- Strengthen control over supplier and contractor performance.
- Minimize legal and financial risks in business operations.
- Improve compliance, accountability, and reporting standards.
- Reduce project delays and cost overruns through better contract execution.
- Enhance collaboration between legal, procurement, and operational teams.
- Build an organizational culture of transparency and contractual excellence.

## Instructional Methodology

The course employs a highly practical and interactive learning approach through:

- Expert-led lectures and real-world examples
- Case studies of successful and failed contracts
- Group exercises on contract drafting and risk identification
- Negotiation and dispute resolution simulations
- Hands-on analysis of sample contracts and templates
- Open discussions and Q&A sessions for applied learning

## Course Outline

- Module 1: Introduction to Contract Management Principles
- Module 2: Legal Framework and Essential Elements of a Contract
- Module 3: Contract Planning, Tendering, and Evaluation
- Module 4: Drafting and Reviewing Contract Terms and Conditions
- Module 5: Negotiation Techniques and Risk Allocation
- Module 6: Contract Administration and Performance Monitoring
- Module 7: Managing Change Orders, Variations, and Claims
- Module 8: Dispute Resolution and Contract Termination Procedures
- Module 9: Compliance, Ethics, and Governance in Contract Management
- Module 10: Capstone Workshop – Developing and Managing a Real-World Contract

## Certification

Upon successful completion, participants will receive a Certificate in Contracts Management, recognizing their knowledge and competency in managing the full contract lifecycle, ensuring compliance, and achieving organizational objectives through effective contract administration.

## 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.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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