

# € TRAINING

Effective Contract Administration Skills



9 - 13 December 2024  
London (UK)  
Landmark Office Space



# Effective Contract Administration Skills

REF: U841 DATE: 9 - 13 December 2024 Venue: London (UK) - Landmark Office Space Fee: 5300 Euro

## Introduction:

The overall aim of this course is to provide participants with the knowledge, concepts, skills, and tools necessary to manage and administer contracts post-award. Participants in this interactive course will learn all the processes and activities required to implement contractual obligations. The course will also cover contract administration best practices.

## Course Objectives:

At the end of this course the participants will be able to:

- Outline the major activities and steps of contract administration
- Identify administration tools that are used during the implementation as well as the role of the contract administrator
- Create a system to evaluate contractors and determine their strengths and weaknesses and demonstrate the importance of partnership in contract administration
- Explain the different types of variation orders, claims, and damages
- Prepare for negotiating contract variations and claims to reach a satisfactory settlement

## Targeted Audience:

All those involved in any aspect of implementing, managing, or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration

## Course Outlines:

### Unit 1: Principles of Contracts:

- Elements of a contract
- Contract framework
- Purposes of contract administration
- Difficulties encountered in contract administration
- Contract administration major steps
- Competencies of contract administrators

### Unit 2: Contract Administration Tools:

- Key principles
- Knowing your contract
- Contract provisions affecting implementation
- Tools and techniques for contract administration
- Dissection technique
- Records management system
- Change control system
- Claims administration
- Issues and risks logs

- Risk management plans
- Roles and responsibilities
- Performance reporting
- Developing schedule plans
- Lessons learned
- International contracting

### Unit 3: Contractor Evaluation:

- Questionnaire and surveys
- Contractor's ratings
- Key performance indicators
- Targets and benchmarks
- Service level agreement SLA
- Managing subcontractors
- Partnership with contractors

### Unit 4: Changes, Claims, and Disputes:

- Changes and variation orders
- Change process
- Breach of contract
- Money damages
- Equitable remedies
- Claims and disputes
- Alternative dispute resolution
- Mediation
- Arbitration
- Contract closeout

### Unit 5: Negotiation:

- Negotiation preparation
- Negotiation objectives
- Negotiation guidelines