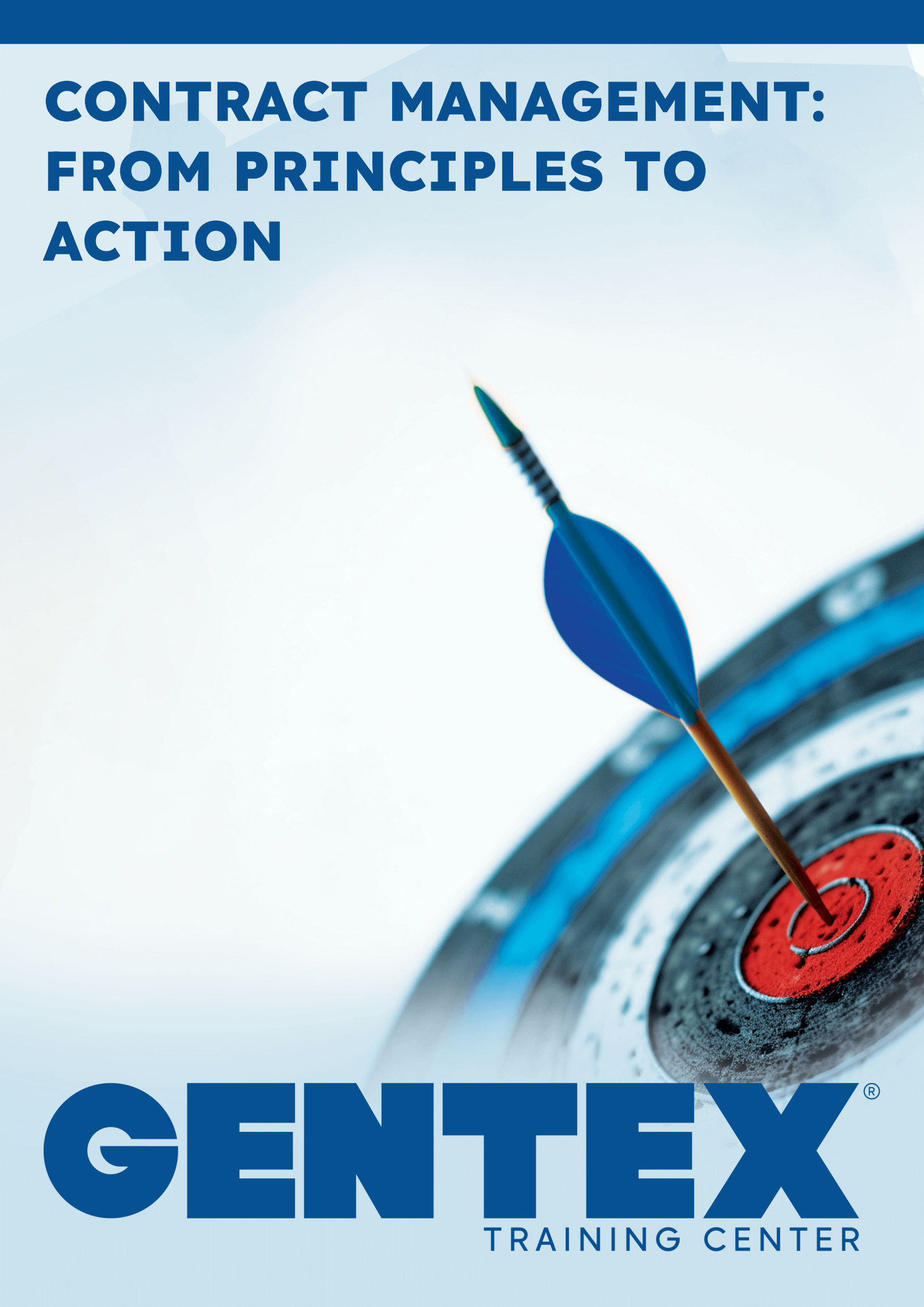
CONTRACT MANAGEMENT: FROM PRINCIPLES TO ACTION



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Introduction

Contract Management: From Principles to Action Training Course turns contract theory into daily practice. Participants start with the principles that govern every agreement formation, certainty, risk allocation and remedies then apply them step by step through the contract life cycle. Furthermore, the course covers requirement definition, award, performance monitoring, change control, payment and closeout, using practical tools rather than abstract theory. In addition, learners build obligation registers, risk matrices and notice trackers on live scenarios. As a result, they leave with habits and templates they can use on the next contract they manage.

Contract Management: From Principles to Action Course Objectives

- Explain contract formation, certainty of terms and remedies for breach.
- Identify contract documents, precedents and order of precedence.
- Translate principles into practical contract clauses and obligations.
- Define requirements, scopes of work and acceptance criteria.
- Build obligation registers and milestone tracking from the contract text.
- Apply payment mechanisms, certificates and valuation procedures.
- Manage variations, notices, time bars and change control discipline.
- Prepare claim files with contemporaneous records and evidence.
- Measure contract performance using KPIs and supplier scorecards.
- Manage closeout, renewal, termination and contract records.

Course Methodology

- Instructor-led sessions linking each principle to a practical action.

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- Hands-on workshops that build registers, calendars and risk matrices.
- Contract administration simulations on live award-to-closeout scenarios.
- Clause-drafting and notice-writing exercises with peer review.
- Case studies of contracts that failed on administration, not on law.
- Templates, checklists and trackers retained after the course.

Who Should Take This Course

- Contract managers, administrators and officers.
- Procurement and sourcing professionals.
- Project and operations managers.
- Quantity surveyors and cost engineers.
- Finance and compliance staff involved in contracts.
- Anyone moving into a contract management role.

Contract Management: From Principles to Action Course Outlines

Day 1: Contract Principles That Drive Practice

- Formation, consideration and intention to create legal relations.
- Certainty of terms, capacity and legality.
- Contract documents and order of precedence.
- Conditions, warranties and innominate terms.
- Breach, remedies and limitation of liability principles.
- Interpretation rules and implied terms.
- Turning principles into contract management actions.

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Day 2: From Requirement to Award

- Defining business needs and writing scopes of work.
- Specifications, deliverables and acceptance criteria.
- Contract types: fixed-price, cost-reimbursement and incentive.
- Sourcing methods and evaluation criteria.
- Price analysis and total cost of ownership.
- Award documentation and handover to delivery teams.
- Building the contract management plan.

Day 3: Administration in Action

- Obligation registers and milestone calendars.
- Payment mechanisms, certificates and invoicing checks.
- Variation procedures and instruction requirements.
- Notice requirements, time bars and escalation ladders.
- Records, correspondence and evidence management.
- Supplier meetings and performance review cycles.
- Subcontracting, flow-down and approval chains.

Day 4: Claims, Changes and Risk Response

- Delay, disruption and cost claim structures.
- Delay analysis methods and programme evidence.
- Liquidated damages and service credits.
- Force majeure, change in law and business interruption.
- Risk matrix review and mitigation actions.

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- Termination for cause and for convenience.
- Documenting amendments, waivers and settlements.

Day 5: Performance, Closeout and Applied Practice

- KPIs, service level agreements and supplier scorecards.
- Contract performance reporting and dashboards.
- Renewals, extensions and exit planning.
- Closeout, discharge, retention release and archiving.
- Lessons learned and continuous improvement.
- Applied workshop: managing a full contract end to end.
- Peer review and feedback on final outputs.

Conclusion

By successfully completing Contract Management: From Principles to Action, participants will gain a practical command of contract principles, obligation management, performance monitoring, change control and claims. They will also have acquired ready-to-use registers, calendars and checklists that turn theory into daily discipline. Gentex Training Center delivers the programme as an applied workshop, so learners convert each principle into an action they can repeat at work.

FAQs for the Contract Management: From Principles to Action course

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Q1 What is the "Contract Management: From Principles to Action" course about?

It connects contract principles to daily practice. Topics include formation and remedies, requirement definition and award, obligation registers, payments, variations, notices, claims, performance measurement and closeout.

Q2 What are the key benefits of the "Contract Management: From Principles to Action" course?

You leave with tools and habits you can apply to the next contract immediately. The course improves obligation tracking, notice discipline and claim quality, and reduces losses caused by administration failures rather than legal ones.

Q3 What skills will I gain from the "Contract Management: From Principles to Action" course?

Contract principles applied in practice, obligation and milestone tracking, variation, notice and claims management, and contract performance measurement and closeout.

Q4 What tools, methods, or standards are covered in the "Contract Management: From Principles to Action" course?

Obligation registers and milestone calendars, a contractual risk matrix, notice and time-bar tracking, total cost of ownership and price analysis models, contract KPIs and supplier scorecards, standard forms including FIDIC, NEC4 and JCT, and closeout checklists.

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Q5 How is the "Contract Management: From Principles to Action" course applied in real-world practice?

Professionals use it to define requirements, award contracts, monitor obligations, certify payments, manage variations and notices, prepare claims and close out contracts. Participants manage a full contract end to end in the closing workshop.