CONTRACT MANAGEMENT SPECIALIST



GENTEX®
TRAINING CENTER

LEARN BOLD. **LEAD BEYOND**
GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Contract Management Specialist Training Course builds the end-to-end capability that a dedicated contract specialist needs. Participants study the contract life cycle from requirement definition and sourcing through award, administration, change control and closeout. Furthermore, the course covers contract types, pricing mechanisms, risk allocation, legal provisions and the standards that govern public and private contracting. In addition, learners build obligation registers, contractual risk matrices, notice and claims files and performance scorecards. As a result, they leave able to own a contract portfolio, protect entitlements and report contract performance with evidence.

Contract Management Specialist Course Objectives

- Explain the full contract life cycle and the specialist's role at each stage.
- Select contract types and pricing mechanisms suited to each requirement.
- Draft and interpret core legal provisions including warranties and indemnities.
- Allocate risk deliberately through liability, insurance and security clauses.
- Administer contracts using obligation registers and milestone tracking.
- Manage variations, notices, time bars and change control discipline.
- Prepare and defend delay, cost and disruption claims with evidence.
- Apply the UCC, FAR, FIDIC, NEC4 and JCT frameworks where relevant.
- Measure contract performance through KPIs and supplier scorecards.
- Manage closeout, renewals, terminations and contract records.

Course Methodology

- Instructor-led sessions built on real contracts, standard forms and decided cases.
- Contract administration workshops on live award-to-closeout scenarios.
- Clause-drafting and notice-writing exercises with peer review.

GENTEX® TRAINING CENTER

- Claims and quantum workshops using worked calculations.
- Risk matrix and obligation register exercises.
- Templates, checklists, model clauses and registers retained after the course.

Who Should Take This Course

- Contract managers, specialists and administrators.
- Procurement and sourcing professionals.
- Quantity surveyors and cost professionals.
- Project and commercial managers.
- Legal advisors and claims consultants.
- Compliance and audit staff reviewing contracts.

Contract Management Specialist Course Outlines

Day 1: The Contract Life Cycle and Specialist Role

- Life cycle stages from requirement to closeout.
- Roles, responsibilities and the contract specialist's mandate.
- Requirement definition, scopes of work and acceptance criteria.
- Contract types: firm-fixed-price, cost-reimbursement and incentive.
- Pricing mechanisms, escalation and currency clauses.
- Standard forms compared: FIDIC, NEC4 and JCT.
- Building a contract management plan.

Day 2: Legal Provisions and Risk Allocation

- Representations, warranties and covenants distinguished.

- Indemnities, guarantees and their interaction with warranties.
- Limitation of liability: caps, exclusions and carve-outs.
- Liquidated damages and the penalty rule.
- Force majeure, hardship and change in law.
- Insurance, bonds and performance security.
- Building a contractual risk matrix mapped to clauses.

Day 3: Contract Administration and Change Control

- Obligation registers and milestone tracking.
- Payment mechanisms, certificates and valuation procedures.
- Variation procedures and instruction requirements.
- Notice requirements, time bars and condition precedent.
- Records, correspondence and evidence management.
- Subcontracting, flow-down and approval chains.
- Performance review meetings and corrective action.

Day 4: Claims, Disputes and Termination

- Delay, disruption and cost claim structures.
- Delay analysis methods and programme evidence.
- Quantum: preliminaries, overheads and financing charges.
- Termination for cause, for convenience and survival clauses.
- Dispute escalation ladders and adjudication routes.
- Governing law, jurisdiction and arbitration clause drafting.
- Documenting amendments, waivers and settlements.

Day 5: Performance, Closeout and Applied Practice

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

Conclusion

By successfully completing Contract Management Specialist, participants will gain a complete working knowledge of the contract life cycle, legal provisions, risk allocation, administration, claims and closeout. They will also have acquired the discipline to maintain registers and records, protect entitlements and report contract performance with evidence. Gentex Training Center delivers the programme through live administration workshops, so learners apply each specialist method as they study it.

FAQs for the Contract Management Specialist course

Q1 What is the "Contract Management Specialist" course about?

It covers the full contract life cycle and the specialist skills needed to run it: contract types and pricing, legal provisions, risk allocation, administration, variations, claims, performance measurement and closeout.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q2 What are the key benefits of the "Contract Management Specialist" course?

You learn to own a contract portfolio with control over obligations, entitlements and change. The course improves risk allocation, notice discipline and claim quality, and gives management reliable evidence of contract performance.

Q3 What skills will I gain from the "Contract Management Specialist" course?

Contract lifecycle administration, contractual risk allocation and clause mapping, claims preparation and notice management, and contract performance measurement and closeout management.

Q4 What tools, methods, or standards are covered in the "Contract Management Specialist" course?

The Uniform Commercial Code, the Federal Acquisition Regulation, FIDIC, NEC4 and JCT standard forms, obligation registers and milestone tracking, notice and time-bar procedures, time impact and impacted as-planned delay analysis, contract KPIs and supplier scorecards, and ICC arbitration clauses.

Q5 How is the "Contract Management Specialist" course applied in real-world practice?

Specialists use it to select contract types, administer awards, certify payments, instruct and value variations, prepare claims, review supplier performance and close out contracts. Participants manage a full contract case in the closing workshop.