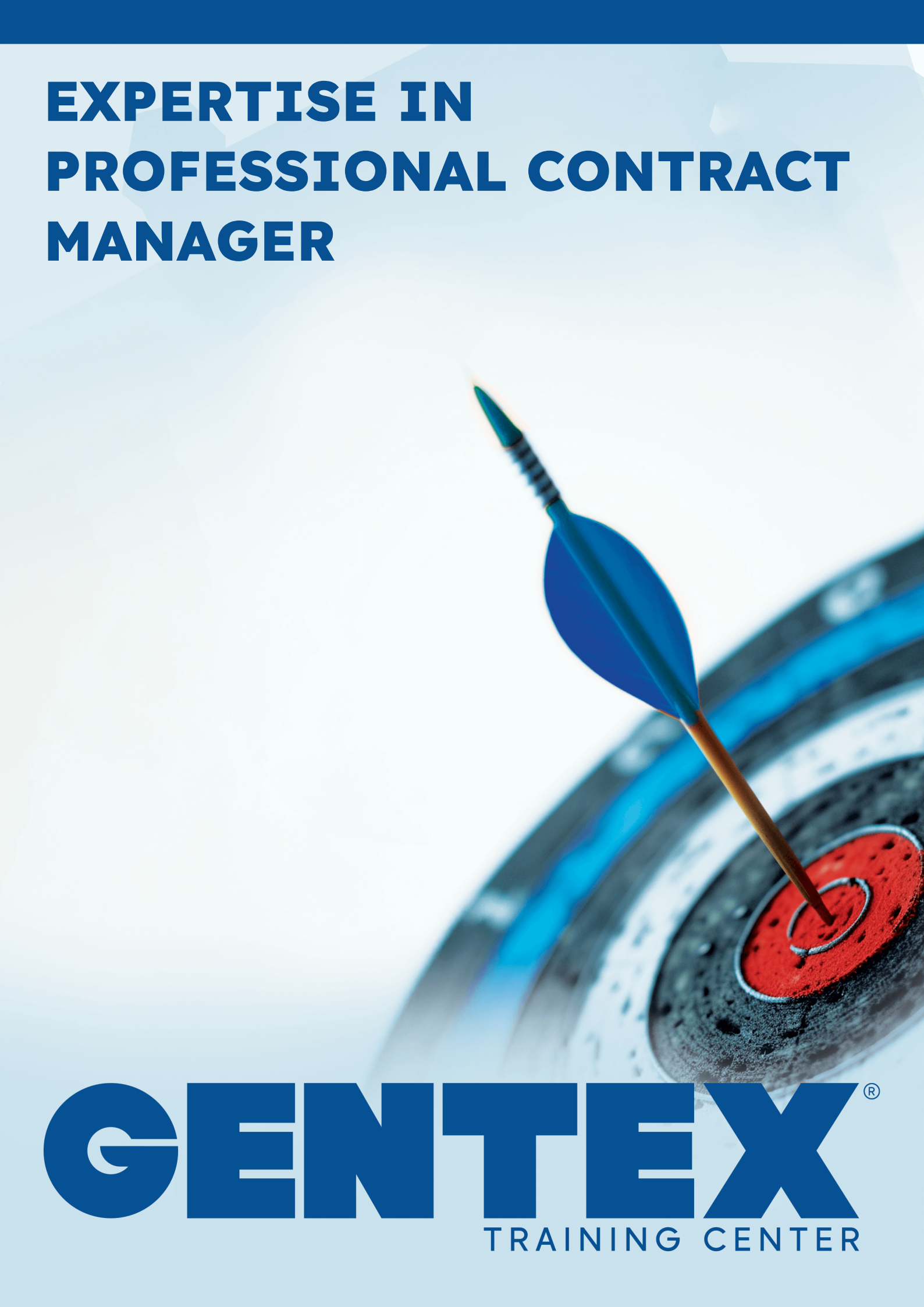
EXPERTISE IN PROFESSIONAL CONTRACT MANAGER



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Introduction

Expertise in Professional Contract Manager examines the full range of duties a contract manager carries from award to closeout. This Training Course covers contract formation, obligations tracking, risk control, variation management, and performance monitoring. Participants study FIDIC and NEC4 forms, service level agreements, claims documentation, and dispute avoidance practice. Furthermore, the programme connects contract mechanics to commercial outcomes through case reviews and drafting labs. As a result, delegates leave able to run contracts that protect value and keep suppliers accountable.

Expertise in Professional Contract Manager Course Objectives

- Define the contract manager role and its governance boundaries.
- Interpret contract terms and identify obligations, rights, and remedies.
- Build obligation registers, deliverables trackers, and notice calendars.
- Apply FIDIC, NEC4, and bespoke conditions to live contracts.
- Manage variations, change orders, and price adjustment mechanisms.
- Monitor supplier performance using KPIs and service level agreements.
- Control claims, evidence files, and time bar compliance.
- Administer payment certification, valuation, and retention.
- Handle breaches, remedies, termination, and exit planning.
- Manage closeout, final accounts, and lessons-learned capture.

Course Methodology

- Interactive workshops using real contract administration cases.
- Structured clause interpretation and obligation mapping exercises.

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- Drafting labs for notices, variations, and claim submissions.
- Performance review simulations using KPI scorecards.
- Facilitated discussion of breach, remedy, and termination scenarios.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Contract managers, administrators, and officers.
- Project and commercial managers.
- Procurement and sourcing professionals.
- Legal counsel and contracts advisors.
- Quantity surveyors and cost engineers.
- Supplier relationship managers.
- Internal audit and compliance professionals.

Expertise in Professional Contract Manager Course Outlines

Day 1: The Contract Manager Role and Contract Foundations

- Defining the contract manager role, duties, and governance limits.
- Contract formation: offer, acceptance, consideration, and intention.
- Contract anatomy: recitals, definitions, operative clauses, and schedules.
- Interpreting terms, ambiguity, and contra proferentem rules.
- Delegation of authority and approval thresholds.

- Stakeholder mapping across client, supplier, and internal teams.
- Building the contract management plan.

Day 2: Contract Administration and Obligation Control

- Obligation registers, deliverables trackers, and milestone calendars.
- Notice requirements, time bars, and correspondence discipline.
- Document control, versioning, and contract filing standards.
- Meeting routines and progress reporting cadence.
- Payment certification, valuation, and retention management.
- Insurance, bonds, and guarantee tracking.
- Records management for audit and dispute readiness.

Day 3: Variation, Change, and Claims Management

- Variation and change order procedures and approval limits.
- Price adjustment, indexation, and escalation mechanisms.
- Delay, disruption, and extension of time requests.
- Claims documentation and contemporaneous evidence files.
- Time bar compliance and reserve of rights notices.
- Quantum basics: measured, evaluated, and global approaches.
- Negotiating and settling variations efficiently.

Day 4: Performance Management and Breach Response

- Building KPI frameworks and service level agreements.
- Supplier performance reviews and scorecards.

- Performance monitoring, reporting, and corrective action plans.
- Breach identification, remedies, and cure period management.
- Liquidated damages and set-off provisions.
- Suspension and termination rights and procedures.
- Exit and transition planning for contract termination.

Day 5: Closeout, Dispute Avoidance, and Professional Practice

- Completion, acceptance, and defects liability periods.
- Final accounts, retention release, and warranty management.
- Amicable settlement, mediation, and dispute boards.
- Arbitration fundamentals: ICC, LCIA, and DIAC rules.
- Lessons-learned reviews and contractor performance evaluation.
- Ethics, conflicts of interest, and professional conduct.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Expertise in Professional Contract Manager, participants will have acquired a practical command of contract interpretation, obligation control, variation and claims management, and performance monitoring. They will know how to build obligation registers, keep notice discipline, and respond to breach or termination properly. In addition, the course prepares delegates to run closeout with accurate final accounts and preserve relationships. As a result, they return to work ready to manage contracts with commercial and legal confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Expertise in Professional Contract Manager course

Q1 What is the "Expertise in Professional Contract Manager" course about?

It is a five-day programme that develops the full skill set a contract manager needs to run contracts from award to closeout. It covers contract interpretation, obligation tracking, variations, claims, performance management, breach response, and closeout procedures.

Q2 What are the key benefits of the "Expertise in Professional Contract Manager" course?

Participants gain the ability to spot risks early, keep suppliers accountable, and protect contractual rights through disciplined notice and documentation. They also learn to control cost through proper variation and claims handling, reduce disputes, and close out contracts with accurate final accounts.

Q3 What skills will I gain from the "Expertise in Professional Contract Manager" course?

Contract interpretation and obligation control, variation and claims management with time bar compliance, supplier performance management with KPI and SLA frameworks, and breach, termination, and closeout administration.

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Q4 What tools, methods, or standards are covered in the "Expertise in Professional Contract Manager" course?

The course covers FIDIC and NEC4 contract conditions, obligation registers and notice calendars, service level agreements and KPI scorecards, price adjustment and indexation clauses, liquidated damages and set-off provisions, measured and evaluated quantum methods, retention and performance bond tracking, dispute adjudication boards, and ICC, LCIA, and DIAC arbitration rules.

Q5 How is the "Expertise in Professional Contract Manager" course applied in real-world practice?

Delegates apply it through contract management plans, obligation registers, notice correspondence, variation orders, payment certificates, performance review meetings, breach notices, termination letters, final accounts, and closeout reports. They also use it to prepare audit-ready contract files and to coach project teams on contract discipline.