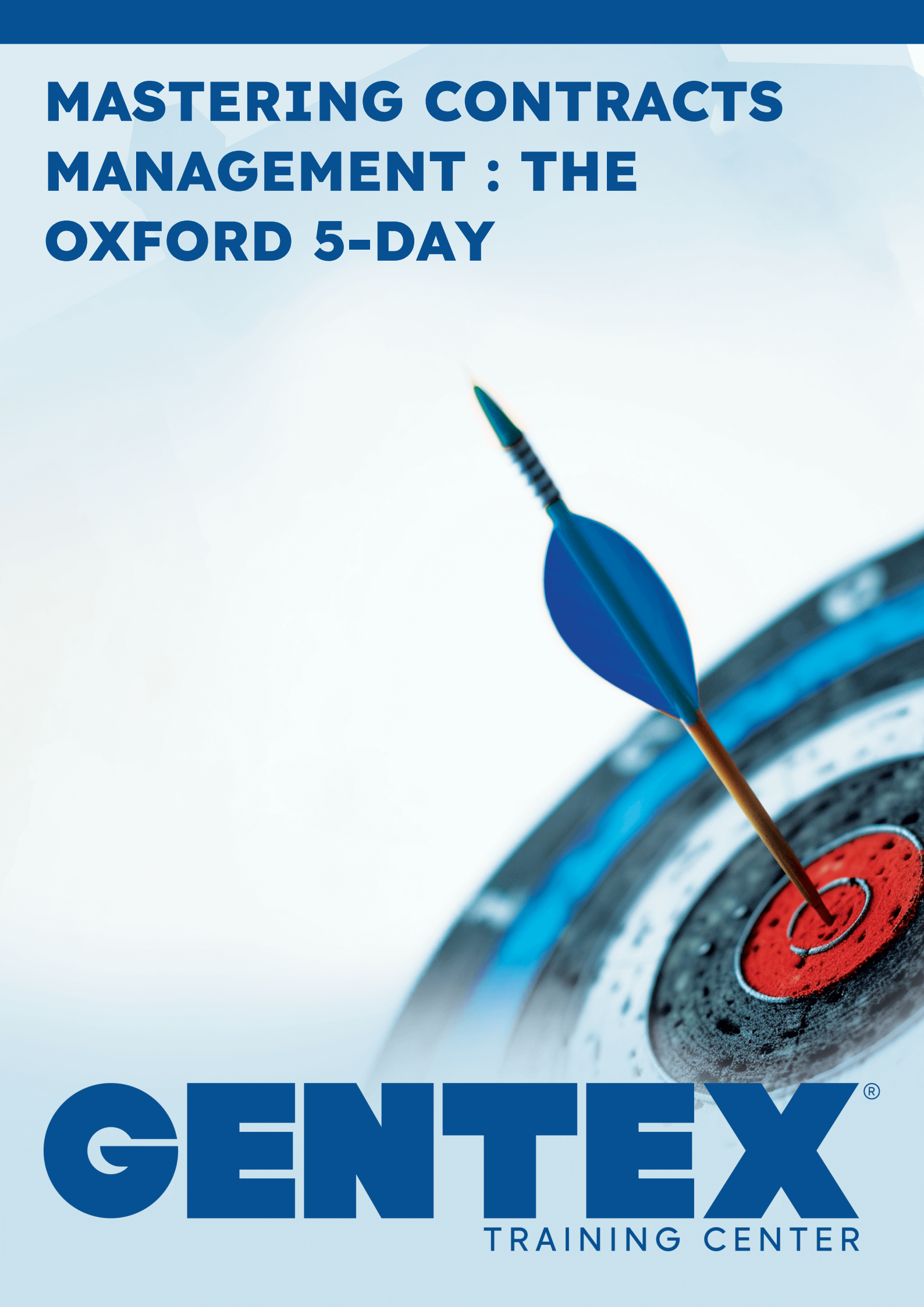
MASTERING CONTRACTS MANAGEMENT : THE OXFORD 5-DAY



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Introduction

Mastering Contracts Management: The Oxford 5-Day examines the discipline of controlling contracts from formation to closeout. This Training Course covers contract architecture, risk allocation, performance monitoring, variations, and dispute avoidance. Participants study FIDIC, NEC4, and common law principles alongside obligation tracking and claims documentation. Furthermore, the programme connects legal drafting to commercial reality through clause labs and contract administration simulations. As a result, delegates leave able to manage contracts that protect value and hold counterparties to agreed standards.

Mastering Contracts Management: The Oxford 5-Day Course Objectives

- Define contract management and its link to commercial outcomes.
- Interpret contract structure, definitions, and operative clauses.
- Allocate risk through indemnities, warranties, and liability caps.
- Draft and administer obligations, notices, and time bars.
- Control variations, change orders, and price adjustment mechanisms.
- Monitor performance against KPIs and service level agreements.
- Build claims documentation and contemporaneous evidence files.
- Handle breach, remedies, suspension, and termination properly.
- Manage contract closeout, final accounts, and lessons learned.
- Apply contract governance, delegation, and audit readiness.

Course Methodology

- Interactive workshops using real contract files and disputes.
- Structured clause analysis on risk, payment, and remedies.

- Obligation register and notice calendar building exercises.
- Contract administration simulation with coached feedback.
- Case review of contract failures and their commercial causes.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

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

Mastering Contracts Management: The Oxford 5-Day Course Outlines

Day 1: Contract Architecture and Formation

- Contract formation and the elements of a binding agreement.
- Contract structure: recitals, definitions, clauses, and schedules.
- Standard forms: FIDIC, NEC4, JCT, and bespoke conditions.
- Interpretation rules and ambiguity management.
- Contract documents and order of precedence.
- Delegation of authority and approval thresholds.
- Building the contract management plan and file.

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Day 2: Risk Allocation and Core Clauses

- Indemnities, warranties, and representations.
- Limitation of liability, caps, and carve-outs.
- Consequential loss and indirect damage exclusions.
- Liquidated damages and delay damages.
- Force majeure, hardship, and change in law provisions.
- Insurance obligations and certificates.
- Bonds, guarantees, and security instruments.

Day 3: Performance, Payment, and Service Levels

- Obligation registers and deliverable trackers.
- Milestones, acceptance criteria, and inspection rights.
- Payment terms, certification, and retention.
- KPI frameworks and service level agreements.
- Service credits, penalties, and bonus mechanisms.
- Performance review meetings and reporting.
- Managing underperformance and corrective action.

Day 4: Variations, Claims, and Notice Discipline

- Variation and change order procedures.
- Price adjustment, indexation, and escalation clauses.
- Notice requirements and time bar compliance.
- Claims documentation and contemporaneous records.
- Delay, disruption, and quantum fundamentals.

- Settlement negotiation and without-prejudice practice.
- Records management and audit-ready filing.

Day 5: Breach, Termination, and Closeout

- Breach identification and remedies.
- Cure periods, suspension, and set-off rights.
- Termination grounds, notice, and consequences.
- Contract closeout, final accounts, and retention release.
- Warranty tracking and post-completion obligations.
- Lessons-learned reviews and template improvement.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Mastering Contracts Management: The Oxford 5-Day, participants will have acquired a practical command of contract architecture, risk allocation, performance control, and claims management. They will know how to build obligation registers, keep notice discipline, and manage variations and breaches properly. In addition, the course prepares delegates to close out contracts with accurate final accounts. 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.

FAQs for the Mastering Contracts Management: The Oxford 5-Day course

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Q1 What is the "Mastering Contracts Management: The Oxford 5-Day" course about?

It is a five-day programme that develops the full skill set a contract manager needs from formation to closeout. It covers contract architecture, risk allocation, performance and payment control, variations and claims, breach and termination, and closeout procedures.

Q2 What are the key benefits of the "Mastering Contracts Management: The Oxford 5-Day" course?

Participants gain the ability to interpret contracts precisely, hold counterparties to agreed standards, and protect entitlement through disciplined notice and records. They also learn to control variations and claims, manage breach and termination properly, and close out contracts on accurate final accounts.

Q3 What skills will I gain from the "Mastering Contracts Management: The Oxford 5-Day" course?

Contract interpretation and clause analysis, risk allocation with indemnities and liability caps, performance, payment, and variation control with notice discipline, and breach, termination, and closeout administration.

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Q4 What tools, methods, or standards are covered in the "Mastering Contracts Management: The Oxford 5-Day" course?

The course covers FIDIC, NEC4, and JCT standard forms, contract document precedence rules, indemnity and warranty structures, limitation of liability caps and carve-outs, liquidated damages drafting, force majeure and change in law clauses, performance bonds and advance payment guarantees, obligation registers and notice calendars, KPI and service level frameworks with service credits, variation and change order procedures, time bar compliance, measured and evaluated quantum methods, cure period and termination provisions, and final account and retention release procedures.

Q5 How is the "Mastering Contracts Management: The Oxford 5-Day" course applied in real-world practice?

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