

# **CONTRACT ADMINISTRATION**



**SOM107  
Secretarial &  
Office  
Management**

## **COURSE TITLE**

# **CONTRACT ADMINISTRATION**

## **COURSE DATE/ VENUE**

18th to 22nd August, 2025

Munich, Germany

## **COURSE REFERENCE**

SOM107

## **COURSE DURATION**

05 Days

## **DISCIPLINE**

Secretarial & Office Management

## **COURSE INTRODUCTION**

Good contract administration is required to manage design specification, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes, this will eventually help to reduce construction / project costs. Poor management in any of these aspects would lead to unnecessary claims and disputes and eventually higher construction / Project costs.

## **COURSE OBJECTIVE**

### **Upon successful completion of this course, the delegates will be able to:**

- ✓ Develop in-depth knowledge of contract administration for Conventional and design & building contracts
- ✓ Examine contract administration in different phases of the project delivery process
- ✓ Explore alternative contract claims and dispute resolution.
- ✓ Apply effective contracting strategies and techniques to maximize results and minimize risk
- ✓ Manage an effective contract life cycle
- ✓ Identify strategies and tactics to select the most qualified vendors

- ✓ Orchestrate the negotiation process for "win-win" outcomes
- ✓ Employ best practices for contract administration and execution
- ✓ Ensure delivery of intended objectives and successful contract closure

### **COURSE AUDIENCE**

Contract Administration Programme is meant for Managers, Supervisors and Engineers who occupy contract administration and decision making positions

### **COURSE CONTENT**

Administration of design stage

- Design brief, preparation of specification, contractual agreements and managing design consultants

Administration of tendering stage

- Competitive tendering, evaluation and award of tender

Administration of construction stage

- Contract management, variations & final accounts and cost control & reports

Contract claims and dispute resolution

Case studies on conventional and design and build contracts

### **COURSE CERTIFICATE**

**TRAINIT ACADEMY** will award an internationally recognized certificate(s) for each delegate on completion of training.

### **COURSE FEES**

£5,500 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### **COURSE METHODOLOGY**

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved.

You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

