



Project & Contract Management

Advanced Contract Management and Tendering

Course Introduction

Advanced Contract Management and Tendering are crucial for ensuring successful business agreements and effective procurement processes. Strong skills in these areas help organizations minimize risks, ensure compliance, and achieve better financial and operational outcomes. Understanding how to manage contracts and navigate tender processes leads to better supplier relationships and project success. Professionals need to master negotiation, risk assessment, and legal compliance to manage contracts effectively from initiation to closure.

This training program covers essential concepts and practices in advanced contract management and tendering. Each day focuses on a key topic, combining theoretical knowledge with practical exercises, real-life case studies, and group discussions. Participants will learn how to create strong contracts, manage tendering processes, mitigate risks, and ensure legal compliance. The program also emphasizes negotiation strategies, supplier evaluation, and post-award management.

Target Audience

1. Contract Manager
2. Procurement Manager
3. Legal Counsel
4. Tendering Specialist
5. Project Manager
6. Supply Chain Manager
7. Purchasing Manager
8. Commercial Manager
9. Bid Manager
10. Compliance Officer

Learning Objectives

- Understand key concepts in contract management and tendering.
- Learn techniques for drafting, reviewing, and managing contracts.
- Gain skills in risk assessment and mitigation for contract processes.
- Develop strategies for effective supplier evaluation and negotiation.
- Apply best practices for post-award contract management and compliance.

Course Outline

- **Day 01**

- Fundamentals of Contract Management**

- Understanding types of contracts and their structures.
 - Key elements of a legally binding contract.
 - Stages of the contract lifecycle.
 - Roles and responsibilities in contract management.
 - Identifying and managing common contract risks.
 - Contract documentation and record-keeping.
 - Case studies on successful contract management.

- **Day 02**

- Tendering Process and Procurement Strategies**

- Overview of the tendering process.
 - Preparing tender documents and requirements.
 - Evaluation criteria for selecting suppliers.
 - Managing pre-qualification and bidding stages.
 - Addressing legal and ethical considerations in tendering.
 - Common challenges in procurement and how to overcome them.
 - Practical exercises on drafting tender documentation.

- **Day 03**

Contract Negotiation Techniques

- Principles and strategies for effective negotiation.
 - Preparing for negotiation and setting objectives.
 - Managing difficult negotiation scenarios.
 - Building negotiation tactics for win-win outcomes.
 - Common negotiation mistakes and how to avoid them.
 - Documenting and formalizing negotiated agreements.
 - Role-play exercises for negotiation practice.
- **Day 04**

Risk Management and Legal Compliance

- Identifying and assessing risks in contracts and tenders.
 - Techniques for mitigating legal and financial risks.
 - Understanding regulatory frameworks and compliance requirements.
 - Managing disputes and conflict resolution.
 - Techniques for ensuring supplier performance and accountability.
 - Strategies for monitoring and auditing compliance.
 - Case studies on risk management in contract scenarios.
- **Day 05**

Post-Award Contract Management and Evaluation

- Monitoring contract performance and deliverables.
- Managing changes and variations in contracts.
- Techniques for contract close-out and renewal.
- Evaluating supplier performance and contract outcomes.
- Learning from past contracts for continuous improvement.
- Addressing challenges in post-award management.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 26, 2025	May 30, 2025	5 days	4250.00 \$	UAE - Dubai

FROM	TO	DURATION	FEES	LOCATION
Aug. 17, 2025	Aug. 21, 2025	5 days	4250.00 \$	Bahrain - Manama
Oct. 6, 2025	Oct. 10, 2025	5 days	4250.00 \$	UAE - Dubai