



London TDM

Procurement and Supply Chain Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 19 October 2025 To 23 October 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

This 5-day professional course on "Contract Management and Administration" is designed to equip participants with the essential knowledge and skills needed to effectively manage and administer contracts. The course offers a comprehensive understanding of the contract lifecycle, focusing on key areas such as negotiation, execution, performance monitoring, and compliance.

Objectives

- Understand the fundamental principles of contract management and administration.
- Develop skills to effectively negotiate and draft contracts.
- Learn techniques for monitoring contract performance and ensuring compliance.
- Explore strategies for managing contract risks and resolving disputes.
- Gain insights into the legal and ethical considerations in contract management.

Course Outlines

Day 1: Introduction to Contract Management

- Overview of Contract Management and its Importance
- Key Terminologies and Concepts
- The Contract Lifecycle: Stages and Processes
- Types of Contracts: Differences and Applications
- Legal Framework Governing Contracts

Day 2: Contract Planning and Formation

- Understanding Contract Requirements and Objectives
- Developing Contract Strategies and Plans
- Drafting Effective Contract Documents
- Key Clauses and Provisions in Contracts
- Negotiation Techniques and Best Practices

Day 3: Contract Execution and Performance Management

- Contract Execution: Key Steps and Procedures
- Monitoring and Evaluating Contract Performance
- Performance Metrics and Key Performance Indicators (KPIs)
- Managing Changes and Modifications in Contracts
- Building Effective Relationships with Contract Partners

Day 4: Risk Management and Compliance

- Identifying and Assessing Contract Risks
- Strategies for Risk Mitigation and Management
- Ensuring Compliance with Contractual Obligations
- Handling Breaches and Non-Compliance
- Ethical Considerations in Contract Management

Day 5: Dispute Resolution and Contract Closure

- Understanding Causes of Contract Disputes
- Methods for Dispute Resolution: Negotiation, Mediation, and Arbitration
- Role of Litigation in Contract Management
- Steps for Proper Contract Closure
- Review and Continuous Improvement in Contract Management