Advanced Contract Auditing and Performance Evaluation Training Course



30 Nov - 04 Dec 2026

Tokyo

5800 € (Per Person)

Ref: #CM2702_187088

Course Introduction / Overview:

This comprehensive training course provides a deep dive into the critical disciplines of contract auditing and performance evaluation, essential for minimizing risk and maximizing value in today's complex business environment. In a world where contractual agreements underpin nearly every commercial activity, the ability to effectively audit compliance and measure performance is paramount to organizational success. This program moves beyond basic compliance checks, equipping participants with the strategic skills to transform the audit function into a value-adding partner. Drawing on principles discussed by leading academics like Dr. Arjan van Weele in his seminal work, "Purchasing and Supply Chain Management," the course explores the entire contract lifecycle from a risk and performance perspective. Participants will learn to develop robust audit plans, analyze performance against key metrics, and identify opportunities for cost savings and operational improvements. BIG BEN Training Center has designed this course to be intensely practical, ensuring that delegates can immediately apply advanced techniques for financial verification, supplier performance management, and effective contract closeout. This is an essential program for professionals seeking to safeguard their organization's assets and drive strategic value through meticulous contract oversight.

Target Audience / This training course is suitable for:

- Contract Managers and Administrators.
- Internal and External Auditors.
- Procurement and Sourcing Professionals.
- Project Managers and Engineers.
- Finance Managers and Financial Controllers.
- Compliance and Risk Officers.
- Legal Counsel and Paralegals.
- Supply Chain and Logistics Managers.
- Commercial Managers.
- Quality Assurance Specialists.

Target Sectors and Industries:

- Construction and Engineering.
- Oil and Gas.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceuticals.
- Banking and Financial Services.
- Manufacturing and Industrial.
- Government Agencies and Public Sector Bodies.
- Consulting and Professional Services.
- Transportation and Logistics.
- Retail and Consumer Goods.

Target Organizations Departments:

- Procurement and Purchasing Department.
- Internal Audit Department.
- Finance and Accounting Department.
- Legal and Compliance Department.
- Project Management Office (PMO).
- Operations Department.
- Supply Chain Management Department.
- Quality Assurance Department.
- Contract Management Department.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive, risk-based contract audit framework.
- Master techniques for planning and executing financial and operational contract audits.
- Evaluate supplier performance against contractual Key Performance Indicators (KPIs) and Service Level Agreements (SLAs).
- Identify and mitigate common contractual risks, including non-compliance and fraud.
- Analyze contract costs, variations, and claims with precision.
- Conduct thorough contract closeout audits to ensure all obligations are met.
- Draft clear and impactful audit reports with actionable recommendations.
- Implement continuous improvement processes based on audit findings and performance data.
- Navigate the legal and regulatory landscape governing contracts.
- Enhance negotiation and communication skills for managing supplier relationships.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to foster an immersive and highly interactive learning experience. This course moves beyond traditional lecture-based formats to a participant-centered approach that emphasizes practical application and skill development. A cornerstone of our method is the extensive use of real-world case studies, allowing participants to analyze complex contract scenarios, identify audit red flags, and debate performance evaluation strategies in a collaborative setting. Group exercises and workshops will challenge delegates to develop audit checklists, create supplier performance scorecards, and simulate contract negotiations. Interactive sessions, facilitated by our expert instructors, encourage open dialogue and the sharing of professional experiences, enriching the learning for all attendees. We believe in learning by doing, and therefore, practical problem-solving activities are integrated throughout the five days. Continuous feedback is provided to ensure participants are mastering the concepts and can confidently apply their new skills back in their workplace to drive tangible results.

Course Agenda (Course Units):

Unit One: Foundations of Strategic Contract Auditing

- The Contract Lifecycle and Key Audit Touchpoints.
- Distinguishing Between Financial, Operational, and Compliance Audits.
- The Legal and Regulatory Framework for Contracts.
- Understanding the Role and Responsibilities of the Contract Auditor.
- Key Principles of Risk-Based Auditing.
- Establishing Audit Objectives and Scope.
- Ethical Considerations in Contract Auditing.

Unit Two: Planning and Executing the Audit Process

- Developing a Comprehensive Annual Contract Audit Plan.
- Techniques for Risk Assessment and Prioritization.
- Creating a Detailed Audit Program and Checklists.
- Effective Evidence Gathering and Documentation Standards.
- Interviewing Techniques for Stakeholders and Suppliers.
- Utilizing Data Analytics in Contract Auditing.
- Managing the Audit Fieldwork and Team Coordination.

Unit Three: Mastering Contract Performance Evaluation

- Defining and Negotiating Effective Service Level Agreements (SLAs).
- Developing Meaningful Key Performance Indicators (KPIs).
- Techniques for Monitoring and Measuring Supplier Performance.
- Implementing Supplier Performance Scorecards and Dashboards.
- Conducting Supplier Performance Review Meetings.
- Managing Underperformance and Implementing Corrective Action Plans.
- Linking Performance to Incentives and Penalties.

Unit Four: Financial and Compliance Audit Techniques

- Auditing Contract Pricing and Payment Terms.
- Techniques for Verifying Invoices and Detecting Overcharges.
- Managing and Auditing Change Orders and Variations.
- Identifying and Investigating Potential Contract Fraud.
- Ensuring Compliance with Internal Policies and External Regulations.
- Auditing for Cost-Effectiveness and Value for Money.
- Understanding and Auditing Different Contract Types (e.g., Fixed-Price, Cost-Reimbursable).

Unit Five: Reporting, Closeout, and Continuous Improvement

- Structuring and Writing Effective Audit Reports.
- Communicating Audit Findings to Management and Stakeholders.
- Developing Actionable and Practical Recommendations.
- The Contract Closeout Process and Final Audit.
- Verifying Final Deliverables and Releasing Final Payments.
- Documenting Lessons Learned for Future Contracts.
- Resolving Disputes and Managing Contract Claims.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Beyond financial recovery, how can a strategic contract audit function transform from a cost center into a value-creation partner for the organization?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a holistic and strategic perspective on contract oversight, moving far beyond the traditional confines of transactional compliance checking. While other programs may focus narrowly on financial verification, this curriculum integrates financial, operational, and performance auditing into a single, cohesive framework. Its core strength lies in the emphasis on practical application, utilizing a rich library of complex, real-world case studies that challenge participants to solve problems they will genuinely face in their roles. The methodology prioritizes turning audit findings into actionable intelligence that drives business improvement, cost savings, and enhanced supplier relationships. Rather than simply teaching how to identify problems, the course equips professionals with the skills to facilitate solutions and contribute to strategic objectives. It fosters a forward-looking mindset, focusing on how to leverage performance data and audit insights to inform future procurement strategies and mitigate risks proactively, thereby positioning the audit and contract management functions as indispensable strategic assets to the organization.