# Strategic Contract Management and Administration Training Course



28 Dec 2026 - 01 Jan 2027

Tokyo

5800 € (Per Person)

Ref: #CM8598_187251

## Course Introduction / Overview:

Effective contract management is the cornerstone of organizational success, serving as the critical link between strategy and execution. This comprehensive training course is designed to equip professionals with the advanced skills and strategic insights needed to navigate the entire contract lifecycle, from initiation and negotiation to administration and closeout. In a business environment where contractual obligations dictate financial outcomes and operational efficiency, mastering this discipline is no longer optional but essential. This program delves deep into the principles outlined by experts like Gregory A. Garrett in his seminal work, "The ABCs of Contract Management," providing a structured framework for mitigating risks, optimizing value, and fostering strong supplier relationships. Participants will move beyond transactional administration to become strategic partners within their organizations. At BIG BEN Training Center, we have developed a curriculum that blends legal foundations with commercial acumen, ensuring that every professional can confidently manage complex agreements, resolve disputes proactively, and drive performance through well-executed contracts, ultimately safeguarding their organization's interests and enhancing its bottom line.

## Target Audience / This training course is suitable for:

- Contract Managers and Administrators.
- Procurement and Purchasing Professionals.
- Project Managers and Engineers.
- Commercial and Financial Managers.
- Legal Advisors and Corporate Counsel.
- Supply Chain and Logistics Managers.
- Sales and Business Development Managers.
- Anyone involved in the negotiation, drafting, or management of contracts.

## Target Sectors and Industries:

- Construction and Engineering.
- Oil and Gas.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceuticals.
- Manufacturing and Industrial.
- Banking and Financial Services.
- Government Agencies and Public Sector Organizations.
- Consulting and Professional Services.

## Target Organizations Departments:

- Procurement and Purchasing Department.
- Legal Department.
- Project Management Office (PMO).
- Finance and Commercial Department.
- Operations and Production Department.
- Supply Chain Management.
- Sales and Marketing.
- Internal Audit and Compliance.

## Course Offerings:

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

- Master the complete contract lifecycle from pre-award to post-award phases.
- Develop and implement effective procurement and sourcing strategies.
- Draft clear, concise, and legally sound contractual agreements.
- Apply advanced negotiation techniques to achieve favorable terms and conditions.
- Identify, assess, and mitigate contractual risks proactively.
- Administer and manage contracts to ensure compliance and performance.
- Handle contract variations, claims, and disputes effectively.
- Conduct a thorough and compliant contract closeout process.
- Enhance supplier relationship management for long-term value creation.
- Utilize best practices for contract monitoring and performance evaluation.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in the workplace. We move beyond traditional lectures to create an immersive learning environment built on a foundation of real-world application. The course heavily utilizes case studies drawn from various industries, allowing participants to analyze complex contractual scenarios, identify potential pitfalls, and develop strategic solutions. Group discussions and collaborative exercises encourage the sharing of diverse perspectives and experiences, enriching the learning process for all. A significant portion of the training is dedicated to role-playing simulations, particularly in the areas of negotiation and dispute resolution, which provide a safe space to practice and refine critical communication and tactical skills. Our expert instructors facilitate these sessions, providing personalized feedback and guiding participants toward mastering best practices. This blended approach of theoretical knowledge and hands-on practice ensures a deep and lasting understanding of strategic contract management principles.

## Course Agenda (Course Units):

### Unit One: Foundations of Strategic Contract Management

- Introduction to contract management and its strategic importance.
- The complete contract lifecycle and its key phases.
- Understanding the legal framework of contracts.
- Key contract terminology and essential clauses.
- The roles and responsibilities of a contract manager.
- Distinguishing between contract administration and contract management.
- Ethical considerations and professional conduct in contracting.

### Unit Two: The Pre-Award Phase: Sourcing and Formation

- Developing a comprehensive procurement and sourcing plan.
- Methods of tendering, bidding, and supplier selection.
- Fundamentals of contract drafting and structure.
- Techniques for effective requirement gathering and specification writing.
- Mastering the art of strategic contract negotiation.
- Understanding different types of contracts (e.g., fixed-price, cost-reimbursable).
- Risk assessment and allocation during contract formation.

### Unit Three: The Post-Award Phase: Contract Administration

- Implementing a contract management plan for successful execution.
- Techniques for effective contract kick-off meetings.
- Monitoring contractor performance and ensuring compliance.
- Managing contractual obligations and deliverables.
- Building and maintaining strong supplier and stakeholder relationships.
- Financial administration of contracts, including payments and invoicing.
- Document control and record-keeping best practices.

## Unit Four: Managing Contractual Risks, Changes, and Disputes

- Proactive identification and mitigation of contractual risks.
- Managing contract changes, variations, and amendments.
- A systematic approach to handling claims and counterclaims.
- Strategies for preventing and managing contract disputes.
- Introduction to Alternative Dispute Resolution (ADR) methods.
- The principles of termination for convenience and for default.
- Documenting and communicating all contractual changes effectively.

## Unit Five: Contract Closeout and Advanced Topics

- The formal contract closeout process and procedures.
- Final acceptance, payment, and release of liabilities.
- Conducting post-contract reviews and lessons learned sessions.
- Archiving contract files and documentation.
- The impact of technology on modern contract management.
- Introduction to performance-based and agile contracting.
- Future trends and the evolving role of the contract management professional.

# 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:

In an era of increasing automation and AI, how might the role of the human contract manager evolve to focus more on strategic relationship management rather than transactional administration?

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

This training course distinguishes itself by adopting a holistic and strategic perspective on contract management, moving beyond the purely administrative and legalistic functions. While other programs may focus narrowly on clause drafting or compliance checklists, our curriculum is designed to cultivate business acumen and strategic thinking. We emphasize the contract manager's role as a key business partner who drives value, mitigates enterprise-level risk, and fosters innovation through strategic supplier relationships. The course content is deeply rooted in practical application, utilizing a wealth of real-world case studies that challenge participants to solve complex, multi-faceted problems rather than simply reciting theory. A significant focus is placed on the "human element" of contracting—mastering negotiation psychology, stakeholder communication, and conflict resolution. By integrating legal principles with commercial strategy and interpersonal skills, this program equips professionals not just to manage contracts, but to lead the contracting process in a way that directly supports and advances overarching organizational goals, making it a truly transformative professional development experience.