

Contract Administration: Understanding and Implementing Contractual Obligations

Course code: CM-016



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

This course aims to provide participants with the knowledge, concepts, skills, and tools necessary to manage and administer contracts post-award. Participants in this interactive course will learn all the processes and activities required to implement contractual obligations successfully. The course will also cover best practices in contract administration.

Why Attend

This course relies on the use of individual and group exercises aimed at helping participants learn all the tools and techniques used during contract implementation. The course also features the use of a number of case studies and role plays by participants followed by discussions. In addition, this course incorporates pre and post

Who Should Attend

All those involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration

— Learning Objectives

- Outline the major activities and procedures of contract administration
- Explore administration tools and techniques that are used during the contract implementation
- Create a system to evaluate contractors and identify key performance indicators that can help assessing their performances
- Explain the different types of variation orders, claims and damages and identify several alternative dispute resolutions
- Prepare for negotiating contract variations and claims to reach a satisfactory settlement

Course Outline

DAY
1

Principles of Contracts

- Elements of a contract
- Contract framework
- Purposes of contract administration
- Difficulties encountered in contract administration
- Competencies of contract administrators

DAY
2

Contract Administration Tools

- Knowing your contract
- Contract provisions affecting implementation

DAY
3

Tools and techniques for contract administration

- Dissection technique
- Issues and risks logs
- Developing schedule plans
- Lessons learned
- International contracting

DAY
4

Contractor Evaluation

- Questionnaire and surveys
- Key Performance Indicators (KPIs)
- Targets and benchmarks
- Service Level Agreement (SLAs)
- Managing subcontractors

DAY
5

Changes, Claims, and Disputes

- Change process
- Breach of contract
- Money damages
- Claims and disputes
- Alternative Dispute Resolution (ADR)
- Mediation
- Arbitration

- Day 6: Post-Award Negotiation
- Secrets of successful negotiation in contracting
- Negotiation preparation
- Negotiation objectives
- Negotiation guidelines
- Resolving deadlock

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Barcelona - Spain	€1,925
16 - 20 November 2026	Istanbul - Türkiye	€1,425
7 - 11 December 2026	Rome - Italy	€2,125
11 - 15 January 2027	Cape Town - South Africa	€2,125
8 - 12 February 2027	Barcelona - Spain	€1,925
8 - 12 March 2027	Paris - France	€2,250
12 - 16 April 2027	Frankfurt - Germany	€1,625
10 - 14 May 2027	Barcelona - Spain	€1,925

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.