

Preparation for CPCM - Certified Professional Contract Manager (CPCM)

Course code: PSCM-004



SPARK TRAINING

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

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— Workshop Overview

The Certified Professional Contract Manager (CPCM) certification is one of the most recognized credentials for professionals involved in contract administration, commercial management, and project governance. This preparation course is designed to equip participants with the knowledge and practical skills required to successfully pass the CPCM exam while strengthening real-world contract management capabilities. Participants will gain a deep understanding of contract lifecycle management, risk allocation, claims handling, and dispute resolution, enabling them to manage complex contracts with confidence and precision.

Why Attend

This course combines CPCM exam-oriented learning with practical contract management applications. Participants will engage in structured lectures aligned with CPCM competency domains, case study analysis, and mock exam practice. Interactive workshops will simulate real contract scenarios including negotiation, claims evaluation,

Who Should Attend

Contract Managers and Contract Administrators
Project Managers and Commercial Managers
Procurement and Supply Chain Professionals
Quantity Surveyors and Cost Engineers
Legal and Compliance Professionals
Consultants and professionals seeking CPCM certification

— Learning Objectives

- Understand CPCM certification structure and exam requirements
- Apply contract lifecycle management principles effectively
- Interpret and manage different types of contracts
- Identify and mitigate contractual risks
- Manage contract formation, execution, and close-out
- Handle variations, claims, and change orders
- Apply negotiation and dispute resolution techniques
- Prepare effectively for CPCM certification success

Course Outline

DAY
1

Introduction to CPCM and Contract Management Fundamentals

- Overview of CPCM certification and structure
- Role of contract management in project success
- Contract lifecycle stages
- Key contract principles and terminology
- Ethics and governance in contract management

DAY
2

Contract Formation and Legal Foundations

- Types of contracts and delivery models
- Offer, acceptance, and consideration principles
- Contract documents and hierarchy
- Legal frameworks in contract management
- Risk allocation in contract structures

DAY
3

Contract Administration and Performance Management

- Contract execution and administration processes
- Roles and responsibilities of contract parties
- Monitoring performance and compliance
- Payment mechanisms and certifications
- Documentation and contract controls

DAY
4

Variations, Claims, and Dispute Management

- Managing change orders and variations
- Claims identification and evaluation
- Delay and disruption analysis basics
- Dispute avoidance strategies
- Introduction to arbitration and mediation

DAY
5

CPCM Exam Preparation and Case Studies

- CPCM exam structure and question practice
- Contract management case study analysis
- Scenario-based contract decision-making
- Common exam pitfalls and strategies

- Final review and certification readiness session

— Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

— 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.