



TRAIN DEVELOP
EMPOWER

TRAIN • DEVELOP • EMPOWER

IN-HOUSE CORPORATE TRAINING

CONTRACT MANAGEMENT & ADMINISTRATION

Strengthen contract management and administration capabilities, improve contract performance, reduce commercial risks, and maximize value throughout the contract lifecycle.



COURSE CODE

PRC-003



DURATION
3-5 Days



DELIVERY
On-site / Virtual



PARTICIPANTS
10-25 per session



CERTIFICATE
Certificate of Completion



CUSTOMIZABLE
Yes - Tailored to Your Needs

[REQUEST PROPOSAL →](#)

WHY THIS PROGRAMME?



BUILD CAPABILITY

Strengthen contract management & administration capability and practical application.



REDUCE RISK

Identify inefficiencies, risks and performance barriers.



IMPROVE PROCESSES

Create structured, repeatable and sustainable workflows.



DRIVE VALUE

Improve performance, efficiency and measurable outcomes.

IN-HOUSE DELIVERY OPTIONS

- ✓ Onsite at client premises
- ✓ Live virtual instructor-led format
- ✓ Hybrid delivery format
- ✓ Customized duration based on organizational requirements

INDUSTRIES WE SERVE

- ✓ Oil & Gas
- ✓ Petrochemicals
- ✓ Manufacturing
- ✓ Mining & Metals
- ✓ Utilities
- ✓ Logistics & Transportation
- ✓ Infrastructure
- ✓ Government & Public Sector

WHY CHOOSE TRAIN DEVELOP EMPOWER?



20+
YEARS
EXPERIENCE



35+
COURSES IN
7 CATEGORIES



100%
CUSTOMIZED
SOLUTIONS



**ON-SITE OR
VIRTUAL
DELIVERY**



**INDUSTRY
EXPERT
FACILITATORS**

COURSE OVERVIEW

Organizations require strong contract management & administration capability to remain competitive, control costs, manage risk, and deliver sustainable operational and commercial value.

This in-house program develops practical contract management & administration capability through structured frameworks, applied tools, case studies, and improvement methods relevant to modern organizations.

Business Challenges Addressed

- > Inconsistent processes and performance
- > Limited governance and accountability
- > Rising operational and commercial costs
- > Weak planning and coordination
- > Performance visibility limitations
- > Inefficient workflows and controls
- > Stakeholder alignment challenges
- > Risk and compliance exposure
- > Limited measurement and reporting
- > Difficulty sustaining improvement

Key Learning Outcomes

- > Understand contract management & administration principles and frameworks
- > Improve contract management & administration processes
- > Identify performance risks and improvement gaps
- > Apply structured analysis and decision-making tools
- > Strengthen governance and accountability
- > Improve coordination and stakeholder alignment
- > Develop meaningful performance indicators
- > Support data-driven decision-making
- > Improve operational and commercial outcomes
- > Create sustainable improvement systems

WHO SHOULD ATTEND

Procurement Managers

Procurement Specialists

Category Managers

Purchasing Managers

Supply Chain Managers

Contract Managers

Commercial Managers

Supplier Management

Business Professionals

Department Heads

TRAINING METHODOLOGY

Interactive learning approaches support practical application and can be customized to the organization's environment, industry, and participant experience.

ID

Instructor-Led Discussions

ICS

Industry Case Studies

PW

Practical Workshops

GE

Group Exercises

SA

Scenario Analysis

PA

Performance Activities

IS

Improvement Simulations

ITE

Interactive Team Engagement

COURSE MODULES

01 Foundations of Contract Management

- Core principles of foundations of contract management
- Current practices and operational considerations
- Structured analysis and decision-making tools
- Performance risks and improvement opportunities
- Practical implementation approaches
- Continuous improvement and sustainability

02 Contract Administration & Performance Management

- Core principles of contract administration & performance management
- Current practices and operational considerations
- Structured analysis and decision-making tools
- Performance risks and improvement opportunities
- Practical implementation approaches
- Continuous improvement and sustainability

03 Managing Contract Risks & Compliance

- Core principles of managing contract risks & compliance
- Current practices and operational considerations
- Structured analysis and decision-making tools
- Performance risks and improvement opportunities
- Practical implementation approaches
- Continuous improvement and sustainability

04 Contract Changes, Claims & Dispute Management

- Core principles of contract changes, claims & dispute management
- Current practices and operational considerations
- Structured analysis and decision-making tools
- Performance risks and improvement opportunities
- Practical implementation approaches
- Continuous improvement and sustainability

05 Contract Closeout & Continuous Improvement

- Core principles of contract closeout & continuous improvement
- Current practices and operational considerations
- Structured analysis and decision-making tools
- Performance risks and improvement opportunities
- Practical implementation approaches
- Continuous improvement and sustainability



TAILORED TO YOUR NEEDS

Modules can be customized to align with your industry, operational environment, and participant experience.

[DISCUSS CUSTOMIZATION](#)



SCAN TO VIEW COURSE PAGE



READY TO IMPROVE CONTRACT MANAGEMENT & ADMINISTRATION PERFORMANCE?

Partner with Train Develop Empower to build a resilient, agile and future-ready supply chain. Let's create lasting impact together.

[REQUEST PROPOSAL](#)



EMAIL US
iht@traindevelopempower.com



CALL US
+66 90 324 7862



WHATSAPP US
+66 90 324 7862



VISIT OUR WEBSITE
www.traindevelopempower.com