



Contracts Administration Course: From Award to Completion

2 – 6 November 2026
Accra (Ghana)



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Ref: 4093_1052104 **Date:** 2 – 6 November 2026 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction

Contract administration is a crucial function within project management, ensuring agreements between parties are executed efficiently and effectively. Certified Contract Administration Course: From Award to Completion is designed to equip professionals with essential contract administrator skills and a thorough understanding of the contract administration process.

Throughout this certified contract administration course, participants will delve into contract types, negotiation strategies, and managing contracts across various sectors, with an emphasis on compliance, risk management, and strong communication.

This detailed certified contract administration course will provide participants with the knowledge and capability to succeed as certified contract administrators, overseeing successful contract outcomes, including project and procurement closeout processes.

Enhancing skills through this certified contract administration training course to become a proficient contracts administrator is vital to acquiring and refining the necessary skills through comprehensive contract administrator training.

This course serves as a thorough contract administration training seminar, ensuring that all participants have the opportunity to thoroughly understand and apply the core facets of contract administration training. The curriculum is thoughtfully designed to serve as a valuable contract administration training course that aligns with current industry standards and practices.

Targeted Groups

- Project managers and directors.
- Procurement and supply chain professionals.
- Contract managers and administrators.
- Finance professionals.
- Legal and compliance officers.
- Construction and engineering personnel.
- Government and public sector employees.
- This contract administration course is for anyone involved in contract administration and looking for contract administration certification.

Course Objectives

Upon completing this contract administration course, participants will be able to:

- Understand the essentials of contract administration.
- Identify and manage risks associated with contracts.
- Utilize negotiation techniques for contract optimization.
- Assure compliance with legal and regulatory requirements.
- Communicate and cooperate effectively with stakeholders.
- Conduct the complete phases of contract management, from award to closeout.
- Conduct project and procurement closeout procedures.
- Evaluate and advance contract performance.

Targeted Competencies

Upon completion of this contract administration course, the target audience will be able to improve the ability to:

- Contract negotiation and management.
- Risk assessment and mitigation.
- Compliance and regulatory knowledge.
- Communication and interpersonal skills.
- Project and procurement closeout expertise.
- Legal and ethical understanding.
- Problem-solving and decision-making abilities.

Course Content

Unit 1: Introduction to Contracts Administration

- The importance of contracts.
- Types of contracts.
- The role of a contracts administrator.
- Legal and ethical considerations.
- Overview of the contract lifecycle.

Unit 2: Contract Negotiation and Award

- Negotiation strategies and techniques.
- Crafting effective contracts.
- Awarding contracts.
- Ensuring compliance.
- Conducting contract kickoff meetings.

Unit 3: Risk Management in Contracts

- Identifying contract risks.
- Evaluating risk impact.
- Developing risk mitigation strategies.
- Monitoring and controlling risks.
- Case studies on risk management.

Unit 4: Communication and Stakeholder Engagement

- Effective communication skills for contract administrators.
- Identification of stakeholders.
- Building collaborative relationships.
- Managing conflict.
- Reporting and documentation.

Unit 5: Contract Performance and Compliance

- Monitoring contract performance.
- Managing change control and variations.
- Upholding compliance.
- Resolving disputes.
- Strategies for performance improvement.

Unit 6: Project Closeout

- The project closeout process.
- Verifying deliverables.
- Documenting lessons learned.
- Final reporting.
- Celebrating success.

Unit 7: Procurement Closeout

- The procedures for procurement closeout.
- Evaluating suppliers.
- Managing final payments and settlements.
- Contract retention and archiving.
- Auditing and performance evaluation.

Unit 8: Continuous Improvement in Contracts Administration

- Defining performance metrics and KPIs.
- Establishing feedback loops.
- Exploring best practices in contract administration.
- Adapting to the evolving regulatory landscape.
- Commitment to staying informed and updated.