



Construction Contracts Management Training Course

14 – 25 December 2026
Accra (Ghana)



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Introduction:

Construction projects are known for their propensity towards contractual disputes and conflict, inevitably reducing those involved in efficiency and profitability. The inherently complex nature of construction tasks and business transactions contributes to such complications. Understanding why construction contracts are important is crucial to mastering their management. They are the foundation of specifying what is to be done, the time frame, the budget, and the quality requirements, making them pivotal for any construction project's success.

This construction contract management course is designed to enlighten delegates on the factors contributing to these issues and provide strategies for their prevention. It introduces construction contract management and guides you through the essential process to ensure project success. It aims to impart the knowledge needed for effective construction contract management, leading to construction contract management certification for those looking to validate their expertise in this intricate field.

In this construction contract management course, professionals will be adept in administering construction contracts, ensuring the successful delivery of projects with a thorough comprehension of construction contract training. It is a springboard to becoming a proficient construction contracts manager, well-versed in optimizing contract outcomes and understanding construction contracts.

Targeted Groups:

- Project Managers.
- Construction Managers.
- Contract Managers.
- Procurement Professionals.
- Senior Executives involved in Decision-Making.

Course Objectives:

At the end of this construction contract management course, the participants will be able to:

- Develop a Profound Understanding of Construction Contracts.
- Enhance Contract Negotiation and Administration Skills.
- Foster Effective Communication within the Contract Management Process.
- Identify and Mitigate Risks in Construction Contracts.
- Ensure Legal Compliance and Regulatory Adherence.

Targeted Competencies:

Upon the end of this construction contract management training, the participant's competencies will:

- Contractual Analysis and Interpretation.
- Strategic Negotiation and Communication.
- Risk Identification, Assessment, and Mitigation.
- Legal Compliance and Regulatory Awareness.
- Project Oversight and Quality Assurance.

Course Content:

Unit 1: Overview of Construction Contracts:

- Definition and Types of Construction Contracts.
- Key Components and Clauses.
- Legal Framework and Regulatory Considerations.

Unit 2: Construction Contract Management Training:

- Effective Communication in Contract Management.
- Negotiation Strategies and Best Practices.
- Relationship Building for Successful Contracts.

Unit 3: Construction Contract Management Systems and Risk Management:

- Identifying and Assessing Risks.
- Developing Risk Mitigation Strategies.
- Insurance and Bonds in Construction Projects.

Unit 4: Legal and Regulatory Compliance:

- Understanding Construction Laws and Regulations.
- Ensuring Compliance with Building Codes.
- Dispute Resolution Mechanisms.

Unit 5: Project Oversight and Quality Assurance:

- Monitoring and Evaluation of Construction Contracts.
- Quality Control and Assurance in Construction Projects.
- Project Closeout and Lessons Learned.

Unit 6: Understanding Construction Contracts through Documentation:

- Understanding and Interpreting Technical Drawings.
- Specifications as Integral Parts of Contracts.
- Document Management and Version Control.

Unit 7: Cost Estimation and Budgeting in Construction Contracts:

- Principles of Cost Estimation in Construction.
- Budgeting Techniques for Construction Projects.
- Contingency Planning for Budget Variances.

Unit 8: Construction Schedule Management:

- Developing and Analyzing Project Schedules.
- Critical Path Method CPM and Resource Planning.
- Schedule Optimization Techniques.

Unit 9: Ensuring Quality in Construction Contracts:

- Establishing Quality Standards in Construction.
- Inspection and Testing Procedures.
- Continuous Improvement in Construction Quality.

Unit 10: Disputes Avoidance and Resolution:

- How do disputes arise?
- Methods to avoid disputes or deal with them quickly as they arise.
- Negotiation techniques.
- Traditional third-party approaches:
 - Courts litigation.
 - Arbitration.
 - Adjudication.
- Some alternative approaches:
 - Mediation.
 - Conciliation.
 - Early neutral evaluation.
 - Expert determination.
 - Dispute review boards and similar arrangements.
 - Pendulum arbitration.
 - Mini-arbitration.