



**COURSEOVERVIEW CM0062-3D**  
**Contract Holder**

**Course Title**  
Contract Holder

**Course Venue**  
Session 1: July 26-28, 2026/Sur Meeting Room,  
Royal Tulip Muscat, Muscat, Oman  
Session 2: November 01-03, 2026/Tamra  
Meeting Room, Al Bandar Rotana  
Creek, Dubai, UAE



**Course Reference**  
CM0062-3D



**Course Duration/Credits**  
Three days/1.8 CEUs/18 PDHs

**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



With the ever-increasing quantity of outsourcing by organizations, Contract Administration is emerging as a critical competency for professionals and managers in most functional activities. Every organization has experienced that the best tendering and contract writing is of limited value if the contract is not carefully administered from award to completion. Among the many areas covered in this course that brings increased enthusiasm to this important function are effective contract administration, interpretation of contracts, maintaining contract schedules and controlling contract charges.



During this interactive course, participants will learn the typical outputs of contract administration and the various monitoring techniques; the responses to risk in contract management and the different contract types; the economic price adjustments; the issues in contract performance including contract terminations, service level termination event, what constitutes breach and how to respond to it, right to cover, manuals and drawings, supplier/contractor relations and subcontractor issues; and the acceptance and close out procedures of contract administration.





### **Course Objectives/Outcomes & Benefits for the Participants**

Upon the successful completion of this course, participants will be able to:

- Apply and gain an in-depth knowledge on contract administration
- Increase knowledge on effective contract administration, identify its key players and learn the analysis of the contract
- Recognize the typical outputs of contract administration and review the various monitoring techniques
- Identify & know the responses to risk in contract management and be familiar with the different contract types
- Understand the economic price adjustments
- Gain knowledge on maintaining contract schedules and be aware on the major causes on contract changes
- Recognize the issues in contract performance including contract terminations, service level termination event, what constitutes breach & how to respond to it, right to cover, manuals & drawings, supplier/contractor relations and subcontractor issues
- Develop an understanding on the acceptance and close out procedures on contract administration

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.*

### **Who Should Attend**

This course provides an overview of all significant aspects and considerations of contract management principles and practices for contract administrators, project coordinators, contracts officers and managers, engineering project managers, construction managers, tenders managers, buyers, purchasing managers, project managers, maintenance managers and systems managers in organizations whose leadership wants world-class skills sets in those involved in contract administration activities. This course is a great way to develop those new to the function, prepare for a major project, or useful as a refresher for veterans.

### **Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.





**Learning Design & Customization**


This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

**Certificate Accreditations**

Haward’s certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward’s certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.





### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Douglas Robinson, MBA, BSc (Honors), Dip**, is currently the **President of DSR Consulting** and the **Professor of Business Studies Unit (BSU) at Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level in Human Resources Management (HRM), Crisis Management, Leadership & Change Management, Presentation Skills, Negotiation Skills, Interpersonal Skills, Communication Skills, Adaptability & Flexibility, Learning & Self**

**Development, Industrial Relationships, Driving Performance, Performance Measurement, Performance Goal Implementation, Time Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Commercial Negotiation & Legal Aspects, Logistics & Supply Chain Management, Supply Chain Big Data Analysis, Supply Chain Logistics Management, Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Project Management, Contract Management, Contract Holder, Develop Contracts & Acquisition, Operations Management, Procurement Management, Entrepreneurship, International Business, Food safety management, Food Quality and Labelling, Food Facilities Design and Construction & Equipment Specification,**

Mr. Robinson has over **30 years** of international experience in **Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization**. Further, he is a **Registered Assessor of Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing**.

As a leader in the **Quality, Procurement and Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Procurement Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator**, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, **Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems**.





**Course Fee**

**US\$ 3,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	<b>PRE-TEST</b>
0830 - 0845	<b>Objective of Contract Administration</b>
0845 - 0900	<b>Effective Contract Administration</b>
0900 - 0915	<b>The Most Critical Elements</b>
0915 - 0930	<b>Key Players in Contract Administration</b>
0930 - 0945	Break
0945 - 1030	<b>Post Award Conference</b>
1030 - 1100	<b>Analysis of the Contract</b>
1100 - 1130	<b>Establishing Major Deliverables</b>
1130 - 1200	<b>What Needs to be Measured?</b>
1200 - 1215	<b>Outputs &amp; Contract Types</b>
1215 - 1230	Break
1230 - 1300	<b>Typical Outputs of Contract Administration</b>
1300 - 1330	<b>Monitoring Techniques</b>
1330 - 1400	<b>Identify the Risk</b>
1400 - 1420	<b>Response to Risk</b>
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2**

0730 - 0800	<b>Contract Types</b>
0800 - 0830	<b>Economic Price Adjustments</b>
0830 - 0900	<b>Maintaining Schedules &amp; Contract Changes</b>
0900 - 0930	<b>Maintaining Contract Schedules</b>
0930 - 0945	Break
0945 - 1000	<b>Expediting Techniques</b>
1000 - 1030	<b>Major Causes of Changes</b>
1030 - 1100	<b>Contract Price Changes</b>
1100 - 1130	<b>Evaluating Price Changes</b>
1130 - 1200	<b>Practical Considerations for Bonds &amp; Guarantees</b>
1200 - 1215	<b>Issues in Contract Performance</b>
1215 - 1230	Break
1230 - 1300	<b>Contract Terminations</b>
1300 - 1330	<b>Service Level Termination Event</b>





1330 - 1400	<i>What Constitutes Breach?</i>
1400 - 1420	<i>Responding to a Breach</i>
1420 - 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Two</i>

**Day 3**

0730 - 0800	<i>Right to Cover</i>
0800 - 0830	<i>Manuals &amp; Drawings</i>
0830 - 0900	<i>Supplier/Contractor Relations</i>
0900 - 0930	<i>Subcontractor Issues</i>
0930 - 0945	<i>Break</i>
0945 - 1000	<i>Acceptance &amp; Close Out</i>
1000 - 1030	<i>Warranties</i>
1030 - 1100	<i>Source Code Escrows</i>
1100 - 1130	<i>Forms of Payment</i>
1130 - 1200	<i>Progress Payments</i>
1200 - 1215	<i>Claims &amp; Disputes</i>
1215 - 1230	<i>Break</i>
1230 - 1245	<i>Negotiations of Claims &amp; Disputes</i>
1245 - 1300	<i>Final Acceptance</i>
1300 - 1330	<i>Close Out Procedures</i>
1330 - 1345	<i>Post Contracting Review Meeting</i>
1345 - 1400	<i>Course Conclusion</i>
1400 - 1415	<b>POST-TEST</b>
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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