

COURSE OVERVIEW PM0039

Managing & Supervising Projects, Consultants & Contractors

Course Title

Managing & Supervising Projects, Consultants & Contractors

Course Date/Venue

July 27-31, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar

Course Reference

PM0039

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a detailed and up-to-date overview of Managing Projects, Contracts and Contractors. It covers the key concepts of project management; the role of a project manager and the phases and importance of a project life cycle; identifying stakeholders, project charter, work breakdown structure (WBS) and Gantt charts; setting smart goals, KPIs and success metrics; the types of contracts and legal considerations; and the elements of a contract including the procurement process, contract negotiation and contract management tools.



During this interactive course, participants will learn the contractor onboarding and offboarding, effective communication with contractors, quality control measures and performance metrics; the types of risks in projects and contracts; the risk register, risk avoidance, transfer, mitigation and contingency plans; the compliance and governance covering laws, regulations and internal policies; the financial risks and budget control including budget planning and cost overrun mitigation; the data protection and security, data breach protocols and project closeout; the post-project evaluation, contract closure and final payments; and the proper stakeholder communication, final report preparation, closing meetings, archiving and proper documentation.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on managing projects, contracts and contractors
- Discuss the key concepts of project management, the role of a project manager and the phases and importance of a project life cycle
- Identify stakeholders, project charter, work breakdown structure (WBS) and Gantt charts
- Set smart goals, KPIs and success metrics and explain types of contracts and legal considerations
- Identify the elements of a contract and apply procurement process, contract negotiation and contract management tools
- Carryout contractor onboarding and offboarding, effective communication with contractors, quality control measures and performance metrics
- Identify types of risks in projects and contracts and apply risk register, risk avoidance, transfer, mitigation and contingency plans
- Analyze compliance and governance covering laws, regulations and internal policies
- Carryout financial risks and budget control including budget planning and cost overrun mitigation
- Employ data protection and security, data breach protocols and project closeout
- Apply post-project evaluation, contract closure and final payments and avoid legal disengagement
- Implement proper stakeholder communication, final report preparation, closing meetings, archiving and proper documentation

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Howard 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 aspect and considerations of managing projects and contracts for contractors, project managers, contract managers, procurement professionals, construction managers, facility managers, government and public sector professionals, engineering and technical professionals, business owners and entrepreneurs, consultants and those who are involved in project management and contract management roles, particularly in industries where contractors are a significant part of project execution.

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

Certificates are accredited by the following international accreditation organizations:-

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. 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.

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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 **3.0 CEUs** (Continuing Education Units) or **30 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 Fee

US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM, PMI-ATP, is a **Senior Project & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Planning & Delegating, Risk, Budgeting & Cost Management** in Projects, **Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Leading People & Change, Embracing Innovation Culture Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Techniques for Coaching & Mentoring, Strategies for Setting Annual Goals, Monitoring Progress & Evaluation Performance, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDGP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Authorized Training Partners (PMI-ATP)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

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.

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: Introduction to Project Management

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	Introduction to Project Management <i>Definitions & Key Concepts • The Role of a Project Manager</i>
0900 – 0915	<i>Break</i>
0915 – 1100	Project Lifecycle <i>Phases of a Project • Importance of Each Phase</i>
1100 – 1215	Project Initiation <i>Identifying Stakeholders • Project Charter</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Project Planning Basics <i>Work Breakdown Structure (WBS) • Gantt Charts</i>
1330 – 1420	Setting Goals & Objectives <i>SMART Goals • KPIs & Success Metrics</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2: Contract Basics & Procurement

0730 – 0830	Introduction to Contracts <i>Types of Contracts • Legal Considerations</i>
0830 – 0930	Elements of a Contract <i>Offer, Acceptance & Consideration • Legality & Capacity</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Procurement Process <i>RFI, RFP, RFQ • Vendor Selection</i>



1100 – 1215	Contract Negotiation Leverage Points • BATNA
1215 – 1230	Break
1230 – 1330	Contract Management Tools Software & Tracking Methods • Audits
1330 – 1420	Case Study: Real-World Contract Negotiation
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Managing Contractors

0730 – 0830	Contractor Onboarding Orientation • Compliance Checks
0830 – 0930	Communication with Contractors Effective Communication Channels • Conflict Resolution
0930 – 0945	Break
0945 – 1100	Quality Control QC Measures • Audits & Inspections
1100 – 1215	Performance Metrics KPIs • Monitoring & Evaluation
1215 – 1230	Break
1230 – 1330	Contractor Offboarding Contract Completion • Exit Interviews
1330 – 1420	Case Study: Effective Contractor Management
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Risk Management & Compliance

0730 – 0830	Identifying Risks Types of Risks in Projects & Contracts • Risk Registers
0830 – 0930	Risk Mitigation Strategies Risk Avoidance, Transfer & Mitigation • Contingency Plans
0930 – 0945	Break
0945 – 1100	Compliance & Governance Laws & Regulations • Internal Policies
1100 – 1215	Financial Risks & Budget Control Budget Planning • Cost Overrun Mitigation
1215 – 1230	Break
1230 – 1330	Data Protection & Security GDPR, CCPA, etc. • Data Breach Protocols
1330 – 1420	Case Study: Risk Management in Action
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5: Project Closeout & Review

0730 – 0830	Project Closeout Steps Documentation • Client Acceptance
0830 – 0900	Post-Project Evaluation Lessons Learned • After Action Review (AAR)
0900 – 0915	Break
0915 – 1100	Contract Closure Final Payments • Legal Disengagement

1100 – 1230	Stakeholder Communication <i>Final Reports • Closing Meetings</i>
1230 – 1245	<i>Break</i>
1245 – 1315	Archiving & Documentation <i>What to Archive • Storage Solutions</i>
1315 – 1345	Wrap-Up & Q&A <i>Recap of the Entire Course • Open Floor for Questions & Clarifications</i>
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS Project” and “Mindview Software”.





Mind map

Word

Mindview Software

Course Coordinator

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