

COURSE OVERVIEW CM0177
Sub-Contractor and Contract Management

Course Title

Sub-Contractor and Contract Management

Course Date/Venue

April 06-10, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

CM0177

Course Duration/Credits

Five days/3.0 CEUs/30 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.

This course is designed to provide participants with a detailed and up-to-date overview of Sub-Contractor and Contract Management. It covers the scope of contract management and the roles and responsibilities of contract managers; the role of sub-contractors and the differences between sub-contractors and vendors; the contract types and structures, key contract components and contract lifecycle management (CLM); the legal and ethical foundations, pre-contract planning and supplier and sub-contractor selection; the contract document and essential clauses and provisions; drafting clear and concise terms and collaboration with legal teams; the scope of work (SOW) development, risk identification and allocation; and budgeting and cost estimation.



During this interactive course, participants will learn the contract execution processes, performance management basics and sub-contractor performance evaluation; the change management in contracts, effective communication and relationship management; the governance structures and compliance monitoring, reporting, audits and inspections; the principles of contract risk management and identifying, analyzing and mitigating risks; assessing liabilities and responsibilities and managing breach of contract situations; the types of contract disputes and contract claims including force majeure, potential disruptive events and contractual clauses for uncertain scenarios; the insurance and risk transfer and contract close-out processes, post-contract evaluation and reporting; and the continuous improvement in contract management.



Course Objectives

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

- Apply and gain an in-depth knowledge on sub-contractor and contract management
- Discuss the scope of contract management and the roles and responsibilities of contract managers
- Identify the role of sub-contractors and the differences between sub-contractors and vendors
- Recognize contract types and structures, key contract components and contract lifecycle management (CLM)
- Discuss legal and ethical foundations and apply pre-contract planning and supplier and sub-contractor selection
- Structure a contract document, review essential clauses and provisions, draft clear and concise terms and collaboration with legal teams
- Carryout scope of work (SOW) development, risk identification and allocation as well as budgeting and cost estimation
- Apply contract execution processes, performance management basics and sub-contractor performance evaluation
- Employ change management in contracts, effective communication and relationship management
- Establish governance structures and apply compliance monitoring, reporting, audits and inspections
- Explain the principles of contract risk management and identify, analyze and mitigate risks
- Assess liabilities and responsibilities and manage breach of contract situations
- Identify the types of contract disputes and contract claims including force majeure, potential disruptive events and contractual clauses for uncertain scenarios
- Discuss insurance and risk transfer and apply contract close-out processes, post-contract evaluation and reporting and continuous improvement in contract management
- Interpret technology and digital transformation, impact of globalization on contract management and sustainability and ethical contracting

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 sub-contractor and contract management for project managers, contract managers/administrators, procurement and supply chain professionals, construction managers, operations managers, finance and cost control personnel and legal and compliance professionals.

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 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 Contract Management, Logistics & Supply Chain Management, Inventory Management, Transportation Management, Project Management, Operations Management, Procurement Management, Human Resources Management (HRM), Market Intelligence & Analysis, 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, **Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting**, Entrepreneurship and International Business.

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 & Contract 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**.

Mr. Robinson has a **Master** degree in **Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor** degree with **Honors** in **Business Management and Administration** and **Diplomas** in **Medical Technology, Marketing Management, Business Management and Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars 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.

Course Fee

US\$ 5,500 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 workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 06th of April 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Foundations of Contract Management Definition & Scope of Contract Management • Importance in Business & Project Success • Key Principles & Objectives of Contracting • Roles & Responsibilities of Contract Managers
0930 – 0945	Break
0945 – 1030	Understanding Sub-Contractor Management Definition & Role of Sub-Contractors • Differences Between Sub-Contractors & Vendors • Sub-Contractor Lifecycle & Engagement Stages • Importance of Effective Sub-Contractor Relationships
1030 – 1130	Contract Types & Structures Fixed-Price Contracts • Cost-Reimbursable Contracts • Time & Materials Contracts • Hybrid & Specialized Contract Types
1130 – 1215	Key Contract Components Scope of Work (SOW) & Deliverables • Pricing, Payment Terms, & Incentives • Terms & Conditions (T&Cs) • Dispute Resolution & Termination Clauses
1215 – 1230	Break
1230 – 1330	Contract Lifecycle Management (CLM) Stages of CLM: Initiation to Close-Out • Key Activities in Each Stage • Common Challenges & Best Practices • Tools & Software for CLM



1330 – 1420	Legal & Ethical Foundations Contract Law Basics • Regulatory Compliance in Contracting • Ethical Considerations in Sub-Contractor Management • Case Studies on Legal Disputes & Resolutions
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 07th of April 2025

0730 – 0830	Pre-Contract Planning Importance of Pre-Contract Planning • Identifying Requirements & Objectives • Risk Assessment & Mitigation Strategies • Stakeholder Involvement in Planning
0830 – 0930	Supplier & Sub-Contractor Selection Defining Selection Criteria • Conducting Market Research • Request for Proposal (RFP) & Request for Quotation (RFQ) Processes • Evaluating & Shortlisting Suppliers
0930 – 0945	Break
0945 – 1100	Contract Drafting Principles Structuring a Contract Document • Essential Clauses & Provisions • Drafting Clear & Concise Terms • Collaboration with Legal Teams
1100 – 1215	Scope of Work (SOW) Development Defining Scope, Deliverables, & Timelines • Setting Measurable Performance Metrics • Aligning SOW with Project Objectives • Avoiding Scope Creep
1215 – 1230	Break
1230 – 1330	Risk Identification & Allocation Types of Risks in Contracts • Tools for Risk Identification (e.g., Risk Registers) • Strategies for Risk Allocation • Case Studies: Risk Management Successes
1330 – 1420	Budgeting & Cost Estimation Principles of Cost Estimation • Cost Elements & Cost Control • Budgeting for Sub-Contractor Engagements • Case Study: Budgeting Challenges in Contract Management
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Tuesday, 08th of April 2025

0730 – 0830	Contract Execution Processes Initiating the Contract Phase • Roles & Responsibilities During Execution • Communication & Coordination with Sub-Contractors • Practical Exercise: Contract Execution Workflow
0830 – 0930	Performance Management Basics Defining Key Performance Indicators (KPIs) • Performance Measurement Techniques • Monitoring Tools & Dashboards • Case Study: Performance Issues & Resolutions
0930 – 0945	Break



0945 – 1100	Sub-Contractor Performance Evaluation Methods for Evaluating Performance • Conducting Performance Reviews • Performance Improvement Plans (PIPs) • Practical Exercise: Create a Performance Scorecard
1100 – 1215	Change Management in Contracts Understanding Change Orders • Documenting & Approving Changes • Evaluating the Impact of Changes • Case Study: Change Management in a Large Contract
1215 – 1230	Break
1230 – 1330	Communication & Relationship Management Importance of Effective Communication • Communication Channels & Tools • Managing Cross-Cultural Communication • Workshop: Effective Communication Scenarios
1330 – 1420	Contract Governance & Compliance Establishing Governance Structures • Compliance Monitoring & Reporting • Audits & Inspections • Case Study: Non-Compliance & its Impact
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 09th of April 2025

0730 – 0830	Risk Management Framework Principles of Contract Risk Management • Identifying, Analyzing, & Mitigating Risks • Tools for Risk Assessment (e.g., SWOT, PESTEL) • Case Study: Successful Risk Mitigation
0830 – 0930	Contractual Obligations & Liabilities Understanding Contractual Obligations • Assessing Liabilities & Responsibilities • Managing Breach of Contract Situations • Case Study: Liability Disputes & Outcomes
0930 – 0945	Break
0945 – 1100	Dispute Resolution Mechanisms Types of Contract Disputes • Informal vs. Formal Resolution Strategies • Mediation, Arbitration & Litigation • Case Study: Mediation Success Story
1100 – 1215	Claims Management Common Types of Contract Claims • Claim Documentation & Analysis • Claim Settlement Processes • Workshop: Developing a Claim Management Plan
1215 – 1230	Break
1230 – 1330	Force Majeure & Contractual Uncertainty Definition & Application of Force Majeure • Identifying Potential Disruptive Events • Contractual Clauses for Uncertain Scenarios • Case Study: Force Majeure in Action
1330 – 1420	Insurance & Risk Transfer Role of Insurance in Contract Management • Types of Insurance (e.g., Liability, Property, Performance Bonds) • Contractual Provisions for Insurance Coverage • Practical Exercise: Evaluating Insurance Requirements
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four



Day 5: Thursday, 10th of April 2025

0730 – 0830	Contract Close-Out Processes <i>Steps in the Contract Close-Out Phase • Final Performance Evaluation • Documentation & Lessons Learned • Practical Exercise: Contract Close-Out Checklist</i>
0830 – 0930	Post-Contract Evaluation & Reporting <i>Analyzing Contract Outcomes • Conducting Performance Reviews • Reporting to Stakeholders • Workshop: Creating a Post-Contract Report</i>
0930 – 0945	Break
0945 – 1100	Continuous Improvement in Contract Management <i>Principles of Continuous Improvement • Analyzing Historical Data for Insights • Implementing Best Practices Across Contracts • Case Study: Continuous Improvement Success</i>
1100 – 1230	Technology & Digital Transformation <i>Overview of Contract Management Software • Automation in Contract Creation & Monitoring • Blockchain & Smart Contracts • Emerging Trends: AI & Machine Learning</i>
1230 – 1245	Break
1245 – 1345	Global Trends & Future Challenges <i>Impact of Globalization on Contract Management • Evolving Regulatory Landscapes • Sustainability & Ethical Contracting • Expert Panel Discussion: The Future of Contract Management</i>
1345 – 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

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



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org