



## **COURSE OVERVIEW CM0067** **Certified Contract Administration**

### **Course Title**

Certified Contract Administration

### **Course Date/Venue**

January 25-29, 2026/Tactic Meeting Room, Aloft  
Dharan Hotel, Al Khobar, KSA

### **Course Reference**

CM0067

### **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.***

Good contract administration is required to manage specification, development, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes, this will eventually help to reduce costs.



Contract administration involves managing your contracts to make sure you comply with and fulfill the contract conditions. Good contract administration ensures parties satisfaction and minimizes disputes.

Contract administration is practiced whenever contracts are involved. This process focuses on the relationship formed between the buyer and the supplier from contract award to contract closeout or contract termination.



This course is designed to provide participants with a comprehensive and up-to-date overview of contractual administration. It covers the importance and elements of contract administration.



The course will also discuss the overall management plan for the contract; aligning contract planning with established organizational system; the various types of outputs and contracts; the relationships and responsibilities of the contract administrator; maintaining schedules and contract changes; the issues in contract performance; and the claim process, the key points in formulating claims and the key consideration in valuing claims.

By the end of the course, participants will be able to recognize the dispute in details; apply dispute management and resolution; implement the acceptance and close out covering the warranties, source code escrows, forms of payments, progress payments and claims and disputes; negotiate claims and disputes; and apply close out procedures and post contracting review meeting.

### **Course Objectives**

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

- Apply and gain a comprehensive knowledge on contractual administration
- Discuss the importance and elements of contract administration
- Develop the overall management plan for the contract and align contract planning with established organizational system
- Evaluate risks, determine which risks to transfer via the contract and develop strategies for mitigating and managing residual risk
- Identify the various types of outputs and contracts including typical outputs of contract administration, monitoring techniques, identify the risk, response to risk, contract type and economic price adjustments
- Describe the relationships and responsibilities of the contract administrator
- Carryout contract administration techniques and project management
- Maintain schedules and contract changes, expedite techniques and evaluate price changes
- Identify the issues in contract performance including contract terminations, service level termination event, responding to a breach, manuals and drawings, supplier/contractor relations and subcontractor issues
- Illustrate claim process and identify the key points in formulating claims and key considerations in valuing claims
- Recognize claims in detail, dispute management and resolution
- Explain acceptance and close out covering warranties, source code escrows, forms of payments, progress payments and claims and disputes
- Negotiate claims and disputes as well as apply close out procedures and post contracting review meeting



### 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

The course is designed 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. The course is a great way to develop those new to the function, prepare for a major project or useful as a refresher for veterans.

### Course Certificate(s)

- (1) Internationally recognized Competency Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

### Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-







- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

*\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \**

 **Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEUs**

**CEU Official Transcript of Records**

TOR Issuance Date: 14-Nov-24  
HTME No. 74851  
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
CM0067	Certified Contract Administration	Nov 10-14, 2024	30.0	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

**TRUE COPY**  
  
Jaryl Castillo  
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 500, Haddon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 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 Association 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 is accredited by



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### **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.

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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\$ 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 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. Mike Taylor**, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Finance & Management Consultant** with over **25 years** of experience in **Oil & Gas and LNG Contract Negotiation, Contract Administration, Power & Water Utilities, Other Energy Sectors and Financial industries**. His expertise lies extensively in the areas of **Finance Budgeting, Budgeting, Forecasting & Planning, Budgeting and Cost Control, Finance & Budgeting Process & Procedures, Effective Budgeting & Cost Control, Project Financial Data, Financial Indicators, Financial Leverage, Discounted Cash Flows, Economic Cost Analysis, Equity Profitability Analysis,**

**Financial Modelling & Forecasting, Financial Analysis Techniques, Financial Data Analysis Concepts & Process, Credit Analysis, Financial & Accounting Management, Financial Planning Techniques, Vendor Invoice Processing & Management, Evaluating Cost & Revenue, Budgeting & Cost Control and Marketing Management, Project Quality Management, Quality Control & Site Inspection, Project Quality Plan, Construction Quality Management, Material Management & Project Turnover, 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, Project Planning, Scheduling & Cost Control Professional, Project Scheduling & Cost Control, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Customer Management.** Further, he is also well-versed in. **Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design.** Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21<sup>st</sup> century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider, Founder-Principal/CIO, Subject Matter Expert, Consulting Partner, Executive/Management Development Facilitator, Multinational/Corporate Senior Management Consultant, Senior Quality & Finance Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administration Manager, Quality Manager, International Sales & Business Development Executive, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Admin Assistant, Sales & Marketing Representative, Key Note Speaker, Lecturer and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.**

Mr. Taylor has **Master's** degree in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD in Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of **Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF).** He has further delivered numerous trainings, courses, workshops, seminars and conferences 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.

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### 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: Sunday, 25<sup>th</sup> of January 2026**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>The Importance of Contract Administration</b> Contract Awareness – What Makes a Contract? • What's Relevant and What's Not in Terms of your Role as an Administrator
0930 – 0945	Break
0945 – 1100	<b>The Importance of Contract Administration (cont'd)</b> How Getting it Right can Add Value and Getting it Wrong • An Overview of Different Types of Contracts
1100 – 1130	<b>Elements of Contract Administration</b> Effective Contract Administration • The Most Critical Elements • Key Players in Contract Administration • Post Award Conference
1130 – 1215	<b>Elements of Contract Administration (cont'd)</b> Analysis of the Contract • Establishing Major Deliverables • What Needs to be Measured?
1215 – 1230	Break
1230 – 1420	<b>Contract Planning</b> Developing the Overall Management Plan for the Contract • Aligning Contract Planning with Established Organizational Systems
1420 – 1430	<b>Recap</b> 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, 26<sup>th</sup> of January 2026**

0730 – 0930	<b>Contract Planning (cont'd)</b> Evaluating Risks and Determining which Risks to Transfer Via the Contract • Developing Strategies for Mitigating and Managing Residual Risk • Making the Contract Operational
0930 – 0945	Break



0945 – 1100	<b>Outputs &amp; Contract Types</b> <i>Typical Outputs of Contract Administration • Monitoring Techniques • Identify the Risk</i>
1100 – 1130	<b>Outputs &amp; Contract Types (cont'd)</b> <i>Response to Risk • Contract Type • Economic Price Adjustments</i>
1130 – 1215	<b>The Contract Administrator's Relationships and Responsibilities</b> <i>The Administrator's Role and Limits of Authority • Examining other Roles in the Contract Management Network and their Associated Limits of Authority/Decision Making Power • The Interpersonal Communication to make Contracts Happen • Ethics in Contract Management • Are Contractual Obligations and Ethics the Same Thing?</i>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Contract Administration Techniques</b> <i>The Four Levels of Communication to be Considered • Hierarchical, Contractual, Conversational and Instructional • The Importance of Effective Systems for the Administration of Contracts</i>
1420 – 1430	<b>Recap</b> <i>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</i>
1430	<i>Lunch &amp; End of Day Two</i>

**Day 3: Tuesday, 27<sup>th</sup> of January 2026**

0730 – 0930	<b>Contract Administration and Project Management</b> <i>Establishing Timelines, Lookups and Prompts • Contract Compliance: Monitoring, Reporting and Adherence to Standards • Document Control and Milestone Planning • Developing Communication Systems within the Contract • Delivery Hierarchy</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Maintaining Schedules &amp; Contract Changes</b> <i>Maintaining Contract Schedules • Expediting Techniques • Major Causes of Changes</i>
1100 – 1215	<b>Maintaining Schedules &amp; Contract Changes (cont'd)</b> <i>Contract Price Changes • Evaluating Price Changes • Practical Considerations for Bonds and Guarantees</i>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Issues in Contract Performance</b> <i>Contract Terminations • Service Level Termination Event • What Constitutes Breach? • Responding to a Breach</i>
1420 – 1430	<b>Recap</b> <i>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</i>
1430	<i>Lunch &amp; End of Day Three</i>

**Day 4: Wednesday, 28<sup>th</sup> of January 2026**

0730 – 0930	<b>Issues in Contract Performance (cont'd)</b> <i>Right to Cover • Manuals and Drawings • Supplier/Contractor Relations • Subcontractor Issues</i>
0930 – 0945	<i>Break</i>





0945 – 1100	<b>The Claims Process</b> <i>Overview of the Claims Process • Key Points in Formulating Claims • Key Considerations in Valuing Claims</i>
1100 – 1215	<b>Claims in Detail</b> <i>Payment Claims • The Legal Principles and the Practical Procedures Variations • Legal Principles and Practical Procedures</i>
1215 – 1230	Break
1230 – 1420	<b>Claims in Detail (cont'd)</b> <i>Delays, Extensions of Time, Delay Costs and Liquidated Damages • Legal Principles and Practical Aspects of their Management • Defects-the Contractual Remedies and the Practical Procedures for Ensuring they are Realized</i>
1420 – 1430	<b>Recap</b> <i>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</i>
1430	Lunch & End of Day Four

**Day 5: Thursday, 29<sup>th</sup> of January 2026**

0730 – 0930	<b>Dispute Management &amp; Resolution</b> <i>What is Contract Breach? • Damages &amp; other Remedies • Liquidated Damages • Tips &amp; Traps • Termination of Contract</i>
0930 – 0945	Break
0945 – 1100	<b>Dispute Management &amp; Resolution (cont'd)</b> <i>Should we Litigate? • Using Arbitration, Mediation or Conciliation as Means to Resolve Contractual Disputes • Strengths &amp; Weaknesses of Alternative Dispute Resolution Processes • Dispute Resolution Scenario</i>
1100 – 1215	<b>Acceptance &amp; Close Out</b> <i>Warranties • Source Code Escrows • Forms of Payment • Progress Payments • Claims &amp; Disputes</i>
1215 – 1230	Break
1230 - 1300	<b>Acceptance &amp; Close Out (cont'd)</b> <i>Negotiations of Claims &amp; Disputes • Final Acceptance • Close out Procedures • Post Contracting Review Meeting</i>
1300 - 1315	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



### **Practical Sessions**

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



### **Course Coordinator**

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