Mastering Tenders & Contract Management: A 1-Week Course

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Dubai (UAE)



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Why This Course

In today's competitive business environment, effective tender management and contract administration are critical for ensuring value, minimizing risks, and maintaining strong supplier relationships. Organizations that excel in these areas can secure better contracts, streamline procurement processes, and enhance overall operational efficiency.

This intensive 1-week program equips professionals with practical skills and strategies to manage the entire contract lifecycle, from tendering to contract closure. Through a combination of theoretical frameworks, real-world case studies, and hands-on exercises, participants will gain the confidence and competence to optimize procurement outcomes.

What You'll Learn and Practice

By attending this course, you will:

- Develop effective procurement strategies and tender management processes.
- Master contract negotiation techniques and risk mitigation strategies.
- Understand contract structures, legal considerations, and governance principles.
- Apply best practices in contract administration, performance monitoring, and dispute resolution.
- Gain hands-on experience through case studies, simulations, and practical exercises.

The Program Flow

Day 1: Procurement Strategy and Tender Management

- Introduction to procurement strategies and objectives
- Overview of tendering processes
- Developing effective Requests for Proposal RFPs and Invitations to Tender ITTs
- Supplier evaluation and selection criteria

Day 2: Bid Evaluation and Contract Preparation

- Bid evaluation methodologies and frameworks
- Technical and commercial proposal analysis
- Understanding contract types and structures
- Key contract terms, conditions, and clauses



Day 3: Contract Negotiation and Risk Management

- Negotiation strategies for achieving favorable outcomes
- Identifying, assessing, and mitigating contractual risks
- Performance guarantees, bonds, and securities
- Managing changes, variations, and amendments

Day 4: Contract Administration and Performance Management

- Contract governance and stakeholder engagement
- Monitoring contractor performance against KPIs
- Handling variations, claims, and contractual disputes
- Financial management, invoicing, and payment procedures

Day 5: Dispute Resolution and Contract Closure

- Mechanisms for resolving contractual disputes
- Strategies for contract termination and exit management
- Lessons learned and continuous improvement initiatives
- Contract closure, archiving, and documentation best practices

Individual Impact

- Ability to design and implement efficient tender and procurement processes.
- Enhanced negotiation skills for securing favorable contract terms.
- Improved risk management and mitigation capabilities in contract administration.
- Practical tools for ongoing contract monitoring and performance optimization.

Organizational Impact

- Streamlined tendering and procurement operations.
- Reduced contractual risks and enhanced supplier performance.
- Stronger governance and compliance in contract management.
- Increased operational efficiency and value delivery through optimized contracts.

Training Methodology

- Interactive workshops and practical exercises on tender evaluation and contract negotiation.
- Real-world case studies and simulations to apply learned concepts.
- Group discussions and collaborative problem-solving.
- Practical templates and tools for immediate workplace implementation.



Beyond the Course

Participants will leave ready to:

- Manage tenders and contracts with confidence and efficiency.
- Negotiate favorable contract terms while mitigating risks.
- Monitor and optimize contract performance throughout the lifecycle.
- Apply best practices in dispute resolution and contract closure for long-term value.

