BLACKBIRD FOR TRAINING

Expertise in Professional Contract Manager

22 – 26 November 2026
Amman (Jordan)



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Introduction

Welcome to the Advanced Professional Contract Manager course! This training is designed to provide professionals with the essential knowledge and skills needed to excel in contract management across various industries. Contract management has become an increasingly strategic role for companies handling complex projects, and over the past decade, its scope has expanded significantly. Today, the role of a contract manager is more mature and involves an extensive range of processes that can be applied throughout the entire contract management lifecycle.

This course aims to equip participants with an advanced understanding of contract management, focusing on key competencies needed to manage contracts effectively and efficiently. Whether you're looking to enhance your career as a professional contract manager or develop specialized expertise in the field, this course is designed to provide you with the tools and insights you need to succeed.

Course Objectives

By the end of this course, participants will be able to:

- Understand the core principles of contract management: Gain a deep understanding of the foundations of contract management and its importance in business relationships.
- Recognize the role of legal contracts in business: Learn how contracts serve as the legal backbone of business operations.
- Master supplier management and tendering processes: Learn how to handle procurement and vendor relationships effectively.
- Understand contract structures: Gain insights into the legal frameworks and components that make up a contract.
- Identify the key roles in contract management: Develop a thorough understanding of the roles and responsibilities of contract managers and contract administrators.



Course Outlines

Day 1: Pre-Award Contract Management

- Contract Financing: Learn the financial aspects involved in managing contracts.
- Contract Principles: Study the core principles and legal foundations of contracts.
- Contract Structures: Understand the different types of contracts and their components.
- Contracting Methods: Explore various methods for creating and awarding contracts.
- Intellectual Property: Understand the role of intellectual property within contracts.
- Laws and Regulations: Review the laws and regulations that govern contract management.
- Socioeconomic Programs: Learn about the social and economic impact of contracts.
- Standards of Conduct: Understand the ethical guidelines and standards for conducting business including Organizational Conflict of Interest - OCOI.

Day 2: Acquisition Planning and Strategy

- Acquisition Planning: Learn how to plan for acquisitions and how market research influences procurement strategies.
- Cost and Price Analysis: Study the methods for analyzing costs and determining pricing.
- Drafting Solicitations: Understand the process of preparing and issuing solicitations for contracts.
- Negotiation: Develop effective negotiation skills for better contract terms.
- Protests: Learn how to handle disputes and protest mechanisms in procurement.
- Responding to Solicitations: Study best practices for responding to procurement solicitations.
- Source Selection and Contract Award: Understand how to select suppliers and award contracts based on objective criteria.

Day 3: Post-Award Contract Management

- Contract Administration: Master the art of managing contracts post-award to ensure compliance.
- Contract Changes and Modifications: Learn how to handle modifications and changes in contract terms.
- Contract Closeout: Understand the steps involved in closing out contracts successfully.
- Contract Interpretation and Disputes: Gain insight into how to interpret contract terms and resolve disputes.
- Contract Termination and Excusable Delay: Learn the proper procedures for contract termination and handling delays.
- Quality Assurance: Understand how to ensure contract performance meets required quality standards.
- Subcontract Management: Study how to manage subcontracts effectively and mitigate risks.
- Transportation: Explore the logistics and challenges involved in transportation contracts.



Day 4: Specialized Knowledge Areas

- Architect-Engineer Services and Construction: Study contract management for construction and engineering projects.
- Government Property: Understand how government property is managed in contracts.
- Information Technology: Learn the unique aspects of managing contracts related to IT services.
- International Contracting: Explore the challenges and opportunities in international contract management.
- Major Systems: Understand how to manage contracts related to major systems.
- Research and Development: Learn about contract management in the context of research and development projects.
- Service Contracts: Study contracts for service-based industries.
- State and Local Government: Learn how to manage contracts in government sectors.
- Supply Chain: Understand how contract management affects supply chain operations.

Day 5: Business Areas and Management Skills

- Accounting & Contracts: Explore the relationship between accounting and contract management.
- Economics for Contracts: Understand the economic considerations in contract management.
- Financial Analysis for Contracts: Learn how to perform financial analysis in the context of contracts.
- Information Science/IT & Their Contracts: Understand how information technology impacts contract management.
- Leadership Skills: Develop leadership skills for managing contract teams and stakeholders.
- Management: Learn best practices for effective contract management and supervision.
- Marketing: Explore the role of marketing in the procurement and contract award process.
- Operations Management: Understand how contract management integrates with day-to-day operations.

Why Attend This Course: Wins & Losses!

- Gain In-Depth Knowledge of the Contract Management Lifecycle: Understand the entire lifecycle of a contract, from pre-award to post-award, and how to manage it effectively at each stage.
- Become a Certified Contract Management Professional: By completing this course, you will gain the skills necessary to be recognized as a professional contract manager with a deep understanding of both legal and business perspectives.
- Improve Your Risk Management Skills: Learn how to mitigate risks throughout the contract process, making you an asset to your organization.
- Enhance Your Negotiation Techniques: Sharpen your ability to negotiate favorable terms and ensure that all parties are aligned with the objectives.
- Access Specialized Knowledge in Complex Contract Areas: Dive into specialized fields such as international contracting, government contracts, and construction contracts.
- Boost Your Career: Whether you're a new contract administrator or an experienced manager, this course will elevate your career by equipping you with advanced contract management skills.



Conclusion

By completing the Advanced Professional Contract Manager course, you will gain a thorough understanding of the contract management process, enabling you to manage contracts strategically and efficiently. Whether you are dealing with government contracts, IT contracts, or international agreements, this course will equip you with the necessary tools to handle complex contract situations, mitigate risks, and ensure compliance throughout the entire contract management lifecycle.

This is the ideal course for anyone aiming to become a highly skilled contract manager or to advance their career in contract administration. Join us to master the essential principles of contract management and enhance your professional value!

