

PROJECT MANAGEMENT | COURSE BROCHURE

Contract Management for Project Managers

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Project managers increasingly manage delivery through contractors and suppliers, yet many have little contract training. This course explains key contract types and clauses, payment mechanisms, variations and change orders, notices and time bars, performance management, risk allocation and how to avoid and resolve disputes.

Missing a contractual notice or mismanaging a variation can cost a project dearly. You will learn the contract essentials every project manager needs.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Contract clause analysis, variation and claim exercises, case studies and dispute role plays.

Course objectives

By the end of this course, participants will be able to:
• Explain common contract types and payment mechanisms
• Interpret key contract clauses
• Manage variations and change orders
• Handle notices, time bars and records
• Monitor contractor performance
• Prevent and resolve contractual disputes

Target audience

This course is suitable for:
• Project managers
• Project engineers
• Contract administrators
• Procurement professionals supporting projects
• Construction and EPC managers



Course content

Target competencies

Participants will develop competencies in:

- Contract interpretation
- Variation management
- Records and notices
- Supplier performance management
- Dispute avoidance

Course outline

Day 1: Contract Fundamentals

09:00–10:08	Contract formation
10:08–11:00	Contract types
11:00–11:30	**Coffee break**
11:30–11:45	Contract types (continued)
11:45–12:53	Risk allocation
12:53–14:00	Exercise

Day 2: Key Clauses

09:00–10:08	Scope and specifications
10:08–11:00	Payment and retention
11:00–11:30	**Coffee break**
11:30–11:45	Payment and retention (continued)
11:45–12:53	Liability and indemnities
12:53–14:00	Clause review

Day 3: Change and Variations

09:00–10:08	Change control
10:08–11:00	Valuing variations
11:00–11:30	**Coffee break**



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11:30–11:45	Valuing variations (continued)
11:45–12:53	Notices and time bars
12:53–14:00	Exercise: variation case

Day 4: Performance and Records

09:00–10:08	Performance monitoring
10:08–11:00	Records and correspondence
11:00–11:30	**Coffee break**
11:30–11:45	Records and correspondence (continued)
11:45–12:53	Delays and extensions
12:53–14:00	Case study

Day 5: Disputes

09:00–10:08	Claims management
10:08–11:00	Negotiation
11:00–11:30	**Coffee break**
11:30–11:45	Negotiation (continued)
11:45–12:53	Dispute resolution methods
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
London Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,450.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Rome Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Vienna Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,940.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,650.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**€3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Vienna Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,940.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Istanbul Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,650.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	17 May 2027	21 May 2027	**€2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Dubai Confirmed dates	7 Jun 2027	11 Jun 2027	**€3,150.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,890.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,890.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Barcelona Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,840.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,890.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,840.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,860.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Dubai Confirmed dates	29 Nov 2027	3 Dec 2027	**€3,150.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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