


# € TRAINING

Administrative Contracts

A group of four smiling business professionals (three men and one woman) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office environment with large windows.

9 - 13 September 2024  
Casablanca (Morocco)  
New Hotel



# Administrative Contracts

REF: U1397 DATE: 9 - 13 September 2024 Venue: Casablanca (Morocco) - New Hotel Fee: 3685 Euro

## Introduction:

This training program provides participants with an in-depth understanding of the principles and practices essential for managing administrative contracts. It empowers them to handle the complexities of administrative contracts efficiently, contributing to organizational success.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamental principles of administrative contracts.
- Develop skills to effectively administer and manage administrative contracts.
- Ensure compliance with contractual terms and regulatory requirements.
- Identify and mitigate risks associated with administrative contracts.
- Implement best practices for successful contract management.

## Targeted Audience:

- Contract Administrators.
- Procurement Managers.
- Legal Professionals.
- Administrative Officers.
- Compliance Officers.
- Government Officials.

## Program Outline:

### Unit 1:

#### Introduction to Administrative Contracts:

- Overview of administrative contract types.
- Key elements and characteristics of administrative contracts.

- Legal frameworks governing administrative contracts.
- Roles and responsibilities of contract administrators.
- Case studies on administrative contract scenarios.

## Unit 2:

### Contract Administration and Compliance:

- Techniques for effective contract administration.
- Monitoring and enforcing contractual terms and conditions.
- Managing contract documentation and records.
- Ensuring compliance with regulatory and legal requirements.
- Case studies on successful contract administration.

## Unit 3:

### Risk Management in Administrative Contracts:

- Identifying and assessing risks in administrative contracts.
- Strategies for risk allocation and mitigation.
- Handling changes and unforeseen events in contracts.
- Developing a risk management plan for contracts.
- Case studies on risk management in contract administration.

## Unit 4:

### Dispute Resolution in Administrative Contracts:

- Common sources of disputes in administrative contracts.
- Dispute resolution mechanisms and techniques.
- Managing contract claims and variations.
- Negotiation and settlement strategies.
- Case studies on resolving disputes in administrative contracts.

## Unit 5:

### Best Practices in Administrative Contract Management:

- Implementing best practices in administrative contract management.
- Utilizing technology and tools for efficient contract administration.
- Continuous improvement and performance measurement in contract management.
- Training and developing contract management teams.
- Case studies on best practices in administrative contract management.