

€ TRAINING

Administrative and Commercial Contracts



14 - 18 October 2024
Geneva (Switzerland)



Administrative and Commercial Contracts

REF: U1398 DATE: 14 - 18 October 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

Introduction:

This training program provides participants with comprehensive knowledge and skills to effectively manage administrative and commercial contracts. It empowers them to handle administrative and commercial contracts efficiently, contributing to organizational success.

Program Objectives:

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

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

Targeted Audience:

- Contract Administrators.
- Procurement Managers.
- Legal Professionals.
- Business Executives.
- Administrative Officers.
- Compliance Officers.

Program Outline:

Unit 1:

Introduction to Administrative and Commercial Contracts:

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

- Legal frameworks governing administrative and commercial contracts.
- Understanding the role and responsibilities of contract administrators.
- Case studies on administrative and commercial 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 Contracting:

- Identifying and assessing risks in administrative and commercial 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 Contracting:

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

Unit 5:

Best Practices in Contract Management:

- Implementing best practices in administrative and commercial 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 and commercial contract management.