



Contract Management & Administration: Practical Workshop

Project Management & Contracts

QGT-PMC-148 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Contract Management & Administration: Practical Workshop is a hands-on workshop built around exercises and real site problems in Contract Management & Administration. It covers the principles, the requirements of PMI PMBOK, FIDIC, AACE and ISO 21502, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Contract Management & Administration
- Apply the relevant requirements of PMI PMBOK, FIDIC, AACE and ISO 21502
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for project managers, planners, contract engineers and commercial staff who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Contract Management & Administration scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
8–12 Feb 2027	Amsterdam	Classroom	5 days	\$5,500
1–12 Mar 2027	Tbilisi	Classroom	10 days	\$9,900
3–7 May 2027	Beirut	Classroom	5 days	\$5,500
27 Jun – 8 Jul 2027	Al Khobar	Classroom	10 days	\$9,900
30 Aug – 3 Sep 2027	Online (live)	Online (live)	5 days	\$3,000
30 Jan – 3 Feb 2028	Sharm El Sheikh	Classroom	5 days	\$5,500
7–18 Feb 2028	Istanbul	Classroom	10 days	\$9,900
26–30 Jun 2028	Toronto	Classroom	5 days	\$5,500
18–29 Sep 2028	Beirut	Classroom	10 days	\$9,900
9–13 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
25–29 Mar 2029	Al Khobar	Classroom	5 days	\$5,500
14–25 May 2029	Vienna	Classroom	10 days	\$9,900
24–28 Jun 2029	Manama	Classroom	5 days	\$5,500
9–20 Jul 2029	Budapest	Classroom	10 days	\$9,900
6–10 Aug 2029	Online (live)	Online (live)	5 days	\$3,000
4–8 Mar 2030	Istanbul	Classroom	5 days	\$5,500
10–21 Jun 2030	Toronto	Classroom	10 days	\$9,900
28 Jul – 1 Aug 2030	Alexandria	Classroom	5 days	\$5,500
15–26 Sep 2030	Salalah	Classroom	10 days	\$9,900
11–15 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/contract-management-and-administration-practical-workshop>

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