

Mastering Tenders & Contract Management: A 5-Day Course

Supply Chain & Logistics
Prague (Czech)
04 - 08 Aug 2025

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Mastering Tenders & Contract Management: A 5-Day Course

Ref: 321543_128054 **Date:** 04 - 08 Aug 2025 **Location:** Prague (Czech) **Fees:** 4400 **Euro**

Course Description

This intensive 5-day course equips professionals with essential skills in tender management and contract administration. Participants will learn best practices in procurement strategies, bid evaluation, contract negotiation, and risk management. The program combines theoretical knowledge with practical exercises to ensure a comprehensive understanding of the entire contract lifecycle.

Learning Objectives

- Develop effective procurement strategies and tender management processes
- Master contract negotiation techniques and risk mitigation strategies
- Understand key elements of contract structure and legal considerations
- Learn best practices in contract administration and performance management
- Gain insights into dispute resolution and contract closure procedures

Course Modules

Day 1: Procurement Strategy and Tender Management

- Introduction to procurement strategies
- Tender process overview
- Developing effective RFPs and ITTs
- Supplier evaluation and selection criteria

Day 2: Bid Evaluation and Contract Preparation

- Bid evaluation methodologies
- Technical and commercial proposal analysis
- Contract types and structures
- Key contract terms and conditions

Day 3: Contract Negotiation and Risk Management

- Negotiation strategies and techniques
- Identifying and mitigating contractual risks
- Performance guarantees and securities
- Change management procedures

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Day 4: Contract Administration and Performance Management

- Contract governance and stakeholder management
- Monitoring contractor performance
- Managing variations and claims
- Financial management and payment procedures

Day 5: Dispute Resolution and Contract Closure

- Dispute resolution mechanisms
- Contract termination and exit strategies
- Lessons learned and continuous improvement
- Contract closure and archiving

Practical Wins for Participants

- Ability to design and implement effective tender processes
- Enhanced negotiation skills for securing favorable contract terms
- Improved contract risk management and mitigation strategies
- Practical tools for ongoing contract administration and performance optimization

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