TECHNICAL
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School of Business and Management

COURSE PROGRAMME

000702

Contract Management for Non-Contract Professionals and Certified Contract Managers

Effective contract management is the cornerstone of successful business operations, ensuring that agreements are executed smoothly, risks are mitigated, and organizational objectives are achieved.



Learn from the Best in the Business!

Course overview

Duration: 3 days / 24 hours · Intermediate level

Why take this course

Effective contract management is the cornerstone of successful business operations, ensuring that agreements are executed smoothly, risks are mitigated, and organizational objectives are achieved.

This programme provides participants with a solid foundation in contract principles, administration processes, and best practices. From understanding the critical elements of a contract to navigating the complexities of claims, disputes, and performance evaluations, the course combines theoretical insights with practical tools to address real-world challenges.

Participants will gain expertise in evaluating contractor performance, resolving contractual disputes, and implementing effective administrative tools for cost and schedule planning. The course also emphasizes strategic approaches to contract closeout and fostering long-term partnerships, equipping attendees with the skills to negotiate and maintain mutually beneficial relationships with contractors.

With a focus on risk management, dispute resolution, and performance reporting, this programme prepares professionals to handle the challenges of modern contract management with confidence. Through interactive workshops, case studies, and expert guidance, participants will develop the ability to manage contracts proactively and ensure compliance with terms and conditions while protecting organizational interests.

Whether you are a contract manager, procurement professional, legal advisor, or business leader, this course will empower you with the skills to optimize contract performance and drive organizational success.

Who it is for and how it helps

This course is designed for professionals who engage with contracts but do not have a formal legal or contract management background. Ideal participants include:

Procurement and supply chain professionals

Project managers and coordinators

Finance and administrative personnel involved in contract oversight

Engineers and technical specialists managing service or procurement contracts

Business managers handling employment and service agreements

Any non-specialist professionals responsible for contract administration, compliance, or negotiations

What you will learn

- Understand key principles and frameworks of contract management
- Effectively administer contracts through structured processes and tools
- Identify and mitigate contractual risks
- Monitor contractor performance and manage contractual obligations

Course overview — continued

- Handle contract disputes, claims, and terminations strategically
- Develop skills for negotiating and fostering long-term business partnerships
- Ensure ethical and transparent contract management practices

Pre-course requirements

- No prior legal or contract management experience is required
- Basic understanding of business processes, procurement, or project management is beneficial but not mandatory
- Familiarity with industry-specific contracts (e.g., procurement, services, or employment) is advantageous for practical application

Programme instructor



Amr Mohamed Chams El dine Abdel Samad

A global business consultant with more than 17 years of international experience advising Fortune 500 companies, multinational oil and gas organizations, FMCG businesses, and government entities across supply chain, lubricants, sales, and HSE functions. Recognized as a subject matter expert in market expansion, operational excellence, and strategic transformation across Europe, Africa, the Middle East, and Central Asia. Has provided high-level advisory support to oil and gas boards and C-suite executives on commercial mindset development, growth strategy, risk management, and contract safety leadership.

Core areas of expertise include supply chain transformation, lubricants sales and marketing, HSE and risk management, large-scale contract management, continuous improvement, and commercial management for both upstream and downstream oil and gas operations. Possesses strong expertise in road transport safety management and is fluent in Arabic, English, French, and Russian.

Has held senior consulting and leadership roles across major international organizations. In a current role as Commercial Consultant for Lubricants Supply Chain and Sales, supports market expansion in Egypt and Africa, leading distributor-based growth strategies, sales and marketing development, and supply chain optimization. As Co-Founder and Senior Consultant of a consulting business, has delivered advisory services in supply chain, transport management, road transport safety, contract management, and HSE auditing across Egypt, the Middle East, and Africa.

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Participant ratings

Programme evaluation based on participant feedback

Overall programme rating — 4.9 / 5

Clarity of learning objectives	**4.8 / 5**
Confidence in applying knowledge and skills	**4.8 / 5**
Achievement of learning objectives	**4.8 / 5**
Relevance of content to job tasks	**4.6 / 5**
Suitability of difficulty for the level of preparation	**4.8 / 5**
Increase in knowledge	**4.8 / 5**
Skills development	**4.9 / 5**
Willingness to recommend the programme to colleagues	**4.8 / 5**

32 responses

Joining the programme

Contact the Academy and quote course code 000702 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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