Contract Management and Administration

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Contract Management and Administration is a five-day commercial and contract management course delivered by Mars Training Centre internationally — in London, Dubai, Doha, Vienna, and Kuala Lumpur — designed for contract managers, commercial managers, and procurement professionals responsible for the post-award life of complex agreements.

A contract is only as valuable as the discipline that manages it. Most value erosion in commercial relationships happens not at the signing table but in the years that follow — through poor variation control, missed obligations, weak performance regimes, and disputes that escalate because no one was watching the early warning signs. Senior commercial leaders need contract management capability that protects value, manages risk, and keeps the relationship working through the full life of the agreement.

Across five focused days, you will work through the contract management lifecycle from handover to closeout — building the playbook that converts a signed document into a managed commercial outcome. You will draw on standard-form contracts, real variation and claim scenarios, and the legal and commercial frameworks that govern contracts in the United Kingdom and internationally. You leave with a personal action plan grounded in your own contracts and team.

What You Will Learn

By the end of this programme, you will be able to:

- Apply a structured contract management lifecycle from award to closeout.
- Interpret the key commercial, legal, and risk clauses of major contract types.
- Build a contract management plan for a complex agreement.
- Operate a contract performance regime including KPIs and service credits.
- Manage variations, change orders, and contract amendments rigorously.
- Identify and respond to claims and early warning notices.
- Apply structured techniques to dispute avoidance and dispute resolution.
- Audit contract performance and remediate weaknesses.
- Communicate contract status and risk to senior stakeholders.
- Close out a contract cleanly and capture lessons learned.

How You Will Benefit

You will leave with a structured approach to managing contracts through their full life, the confidence to handle variations and claims with discipline, and a Mars Certificate of Completion.

Your organisation will gain a commercial manager who protects contract value, reduces dispute exposure, and brings consistency to the way agreements are administered across the portfolio.

Who This Programme Is For

This programme is designed for commercial and contract professionals, including:

- Contract Managers and Senior Contract Managers
- Commercial Managers and Commercial Directors
- Procurement Managers responsible for post-award activity
- Project Managers with contract management accountability
- Legal counsel supporting commercial operations
- Engineering managers in EPC and capital projects
- Public-sector contract leads
- Supplier relationship managers

The seniority floor is manager level and above.