

Contract Management

Course Title	Contract Management
Country	Amsterdam, Netherlands
Location	4-5 Star Hotel
Time	8AM - 2PM
Date	05 - 09 January 2026

Program Overview

This 5-day intensive training is designed specifically for professionals in the oil, gas, and petrochemical sectors who are involved in drafting, negotiating, managing, or administering contracts. The course blends international best practices with real-world industry examples to ensure effective contract management and risk mitigation.

Day 1 – Introduction to Contract Management in the Oil & Gas Sector

- Understanding the role of contracts in oil & gas operations
- Contract lifecycle: from pre-award to post-award
- Types of contracts used in the petroleum industry (EPC, service, supply, maintenance, etc.)
- Legal frameworks and international contracting principles
- Key stakeholders and their responsibilities

Workshop: Identify and analyze real examples of oil & gas contract structures.

Day 2 – Contract Development and Risk Allocation

- Essential elements of a valid contract
- Contract drafting: clarity, precision, and enforceability
- Risk assessment and risk-sharing mechanisms
- Indemnity, liability, and limitation clauses
- Force majeure and unforeseen events
- Insurance requirements and coverage considerations

Workshop: Risk mapping and clause drafting exercise.

Day 3 – Negotiation Strategies and Contract Award

- Principles of effective contract negotiation
- Preparing negotiation plans and understanding leverage
- Cultural and international negotiation challenges
- Tendering and bidding processes in oil & gas projects
- Evaluation and award of contracts

Workshop: Role-play simulation of a contract negotiation scenario.

Day 4 – Contract Administration and Performance Monitoring

- Contract administration best practices
- Change management and variation orders
- Managing contractors and subcontractors
- KPIs, deliverables, and performance evaluation
- Communication and documentation protocols
- Handling delays, non-performance, and disputes

Workshop: Case study – contract deviation management.

Day 5 – Dispute Resolution and Contract Closeout

- Dispute prevention and early resolution strategies
- Arbitration, mediation, and litigation in international contracts
- Claims management and documentation
- Contract closeout procedures and lessons learned
- Continuous improvement and post-project reviews

Workshop: Drafting a dispute resolution strategy for a real oil & gas case.

Target Audience

- Contract & procurement specialists
- Project engineers and managers
- Legal and commercial officers
- Supply chain professionals
- Anyone involved in oil & gas project contracting

Institute for Private Training

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