Contract Types & Selection Strategies Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Contract Types & Selection Strategies Training Course is designed to provide professionals with comprehensive, practical, and strategic knowledge of modern contract management in complex project and organizational environments. The course emphasizes contract frameworks, risk allocation, procurement strategy alignment, and value-driven contract selection, equipping participants with in-demand competencies such as commercial governance, cost control, supplier relationship management, and performance-based contracting. Through real-world applications, learners gain a strong understanding of how contract structures influence project success, compliance, accountability, and financial outcomes across industries.

In today’s competitive and regulated business landscape, selecting the right contract type is a critical strategic decision that directly impacts cost efficiency, risk exposure, stakeholder relationships, and delivery performance. This course integrates global best practices, industry standards, and emerging trends such as agile contracting, collaborative contracting, and digital procurement. Participants will develop analytical skills to evaluate contract scenarios, align contracts with organizational objectives, and apply selection strategies that support sustainability, transparency, and long-term value creation.

Programme Curriculum

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Course Objectives

1. Develop a strong understanding of major contract types used in projects and operations
2. Analyze risk allocation principles across different contract structures
3. Apply strategic contract selection techniques to real-world scenarios
4. Strengthen decision-making skills in procurement and commercial management
5. Enhance cost control and financial accountability through effective contracts
6. Understand legal, ethical, and compliance considerations in contracting
7. Evaluate supplier performance using contract-based metrics
8. Integrate contract strategies with organizational goals and project delivery models
9. Improve negotiation outcomes through informed contract selection
10. Apply lifecycle-based contract management practices
11. Address uncertainty and change using flexible contract approaches
12. Leverage data-driven insights for contract evaluation and selection
13. Build competency in managing disputes and claims through contract design

Organizational Benefits

- Improved project cost predictability and budget control
- Reduced contractual risks and disputes
- Enhanced supplier and stakeholder relationships
- Increased procurement efficiency and transparency
- Stronger compliance with regulatory and governance requirements
- Better alignment between contracts and strategic objectives
- Improved project delivery performance
- Enhanced organizational capability in commercial decision-making
- Increased return on investment from contracted work
- Strengthened risk management and accountability culture

Target Audiences

1. Project managers and program managers
2. Procurement and sourcing professionals
3. Contract and commercial managers
4. Legal and compliance officers

5. Finance and cost control professionals
6. Engineering and construction professionals
7. Operations and supply chain managers
8. Senior executives and decision-makers

Course Duration: 10 days

Course Modules

Module 1: Fundamentals of Contract Management

- Definition and purpose of contracts
- Key elements of a valid contract
- Roles and responsibilities in contract management
- Contract lifecycle overview
- Common contract terminology
- Case study on basic contract formation

Module 2: Overview of Contract Types

- Fixed-price contracts
- Cost-reimbursable contracts
- Time and materials contracts
- Unit price contracts
- Incentive-based contracts
- Case study on contract type comparison

Module 3: Fixed-Price Contract Strategies

- Characteristics of fixed-price contracts
- Advantages and limitations
- Risk allocation considerations
- Cost estimation requirements
- Suitable project scenarios
- Case study on fixed-price implementation

Module 4: Cost-Reimbursable Contracts

- Cost-plus contract structures
- Allowable and non-allowable costs
- Risk sharing mechanisms
- Monitoring and control requirements
- Appropriate use cases

- Case study on cost-reimbursable contracts

Module 5: Time and Materials Contracts

- Structure and application
- Cost control challenges
- Risk exposure analysis
- Contract administration practices
- Performance monitoring techniques
- Case study on time and materials contracts

Module 6: Incentive and Performance-Based Contracts

- Types of incentives
- Linking performance to outcomes
- Key performance indicators
- Benefits and risks
- Governance considerations
- Case study on incentive-based contracting

Module 7: Lump Sum and Unit Rate Contracts

- Pricing mechanisms
- Measurement and valuation
- Risk transfer principles
- Change management issues
- Application in construction and services
- Case study on lump sum contracts

Module 8: Collaborative and Alliance Contracts

- Principles of collaboration
- Shared risk and reward models
- Trust-based contracting
- Governance structures
- Application in complex projects
- Case study on alliance contracting

Module 9: Agile and Flexible Contracting

- Agile contract concepts

- Managing uncertainty and change
- Iterative delivery models
- Contractual flexibility clauses
- Digital and innovation-driven projects
- Case study on agile contracts

Module 10: Contract Selection Criteria

- Project complexity assessment
- Risk profile evaluation
- Market conditions analysis
- Organizational capability considerations
- Strategic alignment factors
- Case study on contract selection decision

Module 11: Risk Allocation and Mitigation

- Types of contractual risks
- Risk transfer versus risk sharing
- Mitigation strategies
- Insurance and bonding considerations
- Contractual safeguards
- Case study on risk allocation

Module 12: Negotiation and Contract Award Strategies

- Pre-award planning
- Negotiation techniques
- Commercial evaluation criteria
- Ethical considerations
- Award decision processes
- Case study on contract negotiation

Module 13: Contract Administration and Performance Management

- Monitoring contractor performance
- Change and variation management
- Payment and invoicing controls
- Documentation and reporting
- Relationship management
- Case study on contract administration

Module 14: Dispute Resolution and Claims Management

- Common sources of disputes
- Claims prevention strategies
- Dispute resolution mechanisms
- Arbitration and mediation
- Lessons learned integration
- Case study on dispute management

Module 15: Strategic Contracting and Organizational Value

- Contracting as a strategic tool
- Long-term supplier partnerships
- Sustainability and ethical contracting
- Digital tools in contract management
- Continuous improvement practices
- Case study on strategic contracting

Training Methodology

- Instructor-led interactive sessions
- Practical exercises and group discussions
- Real-world case study analysis
- Scenario-based decision-making activities
- Industry best practices and standards review
- Knowledge assessments and feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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