

Effective Contract Management and Administration

Building a strong foundation for managing contracts with confidence and clarity

5 & 6 May 2026

9.00am - 5.00pm | GMT +8



Concorde Hotel KL

Zoom Platform

WORKSHOP OVERVIEW

Contracts lie at the core of every successful project and business relationship in any organisation. Therefore, it is crucial that contracts are well understood, managed, and executed. Yet many employees handling contracts receive very little formal training in this area, leading to unnecessary contractual risks to the organisation. This often stems from the perception that contract management is a complex, legal-only subject best left to lawyers and legal professionals.

Through this 2-day programme, participants will discover practical approaches to managing contracts effectively. By combining principles, best practices, and real-world applications, they will develop the skills to handle contracts proactively, avoid disputes, and create positive outcomes for their teams and organisation.

Organised by:



WEeventz Pte Ltd (Singapore)

WEeventz Malaysia Sdn Bhd (Malaysia)

TARGET AUDIENCES

This training is suitable for professionals involved in contracts, procurement, projects, or supplier management, including:

- Project managers, engineers, and supervisors overseeing contract execution.
- Procurement and commercial teams responsible for sourcing and vendor management.
- Operations and administrative personnel involved in monitoring deliverables and obligations.
- Contract administrators and coordinators supporting project and organisational objectives.
- Team leaders and managers seeking to strengthen collaboration with contractors, suppliers, and partners.



This is a **Hybrid event** where participants can choose to attend **In Person** at our training venue or join **Virtually** via Zoom Platform.