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COURSE BROCHURE

Oil & Gas Contract Management

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World

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Course Description

Introduction

Oil & Gas Contract Management is a comprehensive professional training program designed to strengthen commercial, contractual, legal, and operational capabilities across the oil and gas project lifecycle. The course provides participants with a practical framework for managing contracts in upstream, midstream, and downstream environments, from procurement strategy and contract formation through execution, performance monitoring, claims, dispute resolution, and final closeout. Effective contract management is critical in oil and gas operations due to high capital exposure, complex technical interfaces, regulatory obligations, volatile markets, contractor dependency, and significant schedule and cost risks. This program equips participants to interpret contractual provisions, allocate risk appropriately, protect commercial interests, manage contractor performance, and improve decision-making throughout project execution. Participants examine real-world contract challenges associated with drilling, engineering, construction, procurement, operations, maintenance, logistics, supply, services, and major capital projects. The course also strengthens capabilities in change management, payment administration, delay analysis, claims prevention, contract documentation, and negotiation. An executive-level value proposition is created by helping organizations reduce contractual leakage, improve governance, strengthen accountability, minimize avoidable disputes, and protect project value. Practical workshops and case studies enable participants to translate legal and commercial principles into effective operational actions. The program is particularly valuable for ministries, national oil companies, energy organizations, public sector entities, contractors, consultants, and large corporations responsible for high-value oil and gas contracts.

Course Objectives

By completing the Oil & Gas Contract Management course, participants will be able to:

- Understand the complete lifecycle of oil and gas contracts from planning to closeout.

- Interpret key contractual provisions affecting oil and gas projects and operations.
- Select appropriate contract strategies for different technical and commercial requirements.
- Evaluate risk allocation between owners, operators, contractors, suppliers, and service providers.
- Strengthen contract administration, governance, documentation, and compliance processes.
- Manage contractor performance against contractual scope, milestones, deliverables, and service standards.
- Control variations, additional work, change orders, and scope modifications.
- Manage payment mechanisms, invoicing, certification, retention, and commercial controls.
- Identify delay risks and evaluate extension-of-time and schedule-related entitlements.
- Prepare, assess, negotiate, and resolve contractual claims more effectively.
- Improve procurement and tendering decisions for oil and gas contracts.
- Understand liabilities, indemnities, warranties, insurance, and performance securities.
- Strengthen contract correspondence, notices, records, and evidence management.
- Apply structured negotiation and dispute avoidance techniques.
- Manage contract completion, handover, warranty obligations, and final closeout.

Course Content

Day 1: Oil & Gas Contracting Frameworks and Contract Strategy

- Understanding the oil and gas contracting environment.
- Contract lifecycle from planning and tendering through execution and closeout.
- Key stakeholders in upstream, midstream, and downstream contracts.
- Selecting appropriate contract models for oil and gas activities.
- Lump-sum, reimbursable, unit-rate, framework, and hybrid contract structures.
- Service contracts, supply contracts, construction contracts, and consultancy agreements.
- Engineering and procurement contract structures.
- Developing clear scopes of work and contractual deliverables.
- Contract document hierarchy and interpretation principles.
- Understanding specifications, schedules, drawings, and commercial appendices.

- Tendering, prequalification, bid evaluation, and commercial clarification.
- Identifying assumptions, exclusions, qualifications, and contractual dependencies.
- Evaluating risk allocation between contracting parties.
- Common contractual weaknesses in oil and gas projects.
- Practical workshop: selecting the appropriate contract strategy for a project scenario.

Day 2: Contract Administration, Governance and Contractor Performance

- Establishing effective contract administration procedures.
- Defining contract ownership, authority, accountability, and approval levels.
- Developing contract management plans and responsibility matrices.
- Monitoring contractor obligations and key deliverables.
- Managing technical, commercial, and contractual interfaces.
- Contractor performance measurement and service-level monitoring.
- Tracking milestones, schedules, and contractual progress.
- Managing key performance indicators and performance reviews.
- Procurement and supply chain obligations within contracts.
- Managing subcontractors and third-party responsibilities.
- Payment applications, invoicing, certification, and approval processes.
- Advance payments, retention, guarantees, and financial securities.
- Performance bonds and parent company guarantees.
- Managing non-performance, defaults, and corrective actions.
- Practical exercise: evaluating contractor performance against contractual commitments.

Day 3: Risk Allocation, Liabilities and Commercial Protection

- Identifying major contractual risks in oil and gas operations.
- Allocating technical, financial, operational, and regulatory risks.
- Understanding indemnity structures and liability allocation.
- Limitations of liability and exclusion of consequential losses.

- Managing property damage and personnel-related liabilities.
- Insurance requirements within oil and gas contracts.
- Warranties, guarantees, and defect obligations.
- Performance guarantees and contractual remedies.
- Force majeure and exceptional event provisions.
- Change in law and regulatory risk.
- Confidentiality, intellectual property, and data obligations.
- Compliance, ethics, anti-bribery, and contractual governance.
- Managing health, safety, environmental, and regulatory obligations.
- Assessing residual contractual exposure.
- Workshop: developing a contractual risk allocation matrix.

Day 4: Variations, Delays, Claims and Dispute Management

- Understanding variation and change management provisions.
- Managing owner-directed and contractor-proposed changes.
- Controlling scope growth and additional work.
- Notice requirements and contractual time limits.
- Pricing changes and evaluating commercial impacts.
- Assessing schedule implications of variations.
- Delay analysis and responsibility assessment.
- Extension-of-time claims and contractor entitlement.
- Managing concurrent delay and disruption.
- Acceleration and productivity loss claims.
- Building strong contemporaneous project records.
- Preparing and evaluating contractual claims.
- Claim negotiation and settlement strategies.
- Dispute escalation and resolution mechanisms.
- Mediation, adjudication, arbitration, and litigation considerations.

- Practical workshop: assessing a complex variation and delay claim.

Day 5: Contract Completion, Negotiation and Strategic Contract Improvement

- Managing completion and contractual acceptance processes.
- Handover requirements and final deliverables.
- Managing outstanding work and punch lists.
- Warranty and defects liability obligations.
- Final account preparation and financial reconciliation.
- Retention release and closure of guarantees.
- Resolving outstanding variations and claims.
- Managing contract closeout documentation.
- Contractor performance evaluation at completion.
- Capturing lessons learned from contract execution.
- Preparing contract closeout reports.
- Improving future contracting strategies using project experience.
- Negotiation techniques for complex commercial issues.
- Strengthening contract governance across the organization.
- Developing a contract management improvement action plan.

Target Audience

This professional Oil & Gas Contract Management training course is designed for professionals responsible for procurement, projects, contracts, commercial management, engineering, operations, and major energy investments, including:

- Contract managers and contract administrators.
- Commercial managers and commercial specialists.
- Project managers and project directors.
- Procurement and supply chain professionals.
- Oil and gas operations managers.

- Engineering managers and technical leads.
- Construction and maintenance managers.
- Cost engineers and project controls professionals.
- Planning and scheduling professionals.
- Claims managers and claims consultants.
- Quantity surveyors and commercial engineers.
- Legal counsel and contract specialists.
- Risk management and compliance professionals.
- Finance professionals supporting project and contract controls.
- Tendering and sourcing professionals.
- Government and ministry representatives overseeing energy projects.
- National oil company professionals.
- Contractors, consultants, and service company representatives.
- Senior executives responsible for high-value oil and gas contracts.

Course Requirements

Participants should ideally have professional exposure to oil and gas operations, contracts, procurement, engineering, construction, commercial management, project management, finance, or supply chain activities. Previous experience in contract administration or energy projects is beneficial but not mandatory. Participants should be prepared to engage with contractual scenarios, case studies, negotiation exercises, commercial analysis, and project documentation. A working understanding of project terminology will support deeper participation, although the course is structured to provide a clear progression from foundational concepts to advanced contract management practices.

Training Methodology

The training methodology is practical, interactive, and aligned with real-world oil and gas contract management challenges. Participants work through realistic scenarios that connect contractual requirements with technical, commercial, operational, and strategic considerations.

- Expert-led presentations covering contract management principles and industry practices.
- Contract clause analysis and interpretation exercises.
- Oil and gas project case studies.
- Tendering and contract strategy workshops.
- Contract risk allocation exercises.
- Contractor performance assessment activities.
- Variation and change management simulations.
- Delay and claims analysis exercises.
- Negotiation and dispute avoidance workshops.
- Commercial decision-making scenarios.
- Contract closeout and lessons-learned exercises.
- Facilitated discussions linking course content with participants' organizational environments.

Learning Outcomes

Upon successful completion of the Oil & Gas Contract Management training program, participants will be able to:

- Manage oil and gas contracts more effectively throughout their lifecycle.
- Select contract models that align with project objectives and risk profiles.
- Interpret contractual provisions with stronger commercial awareness.
- Identify and control contractual risks before they escalate.
- Strengthen contractor performance management and accountability.
- Improve contract documentation, notices, correspondence, and evidence.
- Manage variations, delays, additional work, and claims systematically.
- Evaluate payment and commercial issues with greater confidence.
- Apply effective risk allocation and liability management principles.
- Improve negotiation outcomes in contractual and commercial situations.
- Reduce avoidable disputes and strengthen claim defensibility.
- Support more effective procurement and tendering decisions.

- Strengthen contract governance and compliance across projects.
- Improve contract completion, warranty, and closeout processes.
- Support senior management with clearer contractual risk and commercial insights.

Instructor Profile

The course is delivered by "An internationally certified expert with extensive practical and consulting experience." The instructor brings extensive expertise in oil and gas contract management, procurement, commercial management, project controls, engineering and construction contracts, risk allocation, claims, negotiation, compliance, and dispute resolution. The training approach combines internationally recognized contract management principles with practical insights from complex energy and capital projects. Participants benefit from real-world applications that connect contractual language with operational and commercial decision-making. The instructor emphasizes risk prevention, stronger contract governance, commercial protection, contractor accountability, effective negotiation, and practical implementation across oil and gas organizations.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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