



PROJECT AND CONTRACT MANAGEMENT

Contract Awareness for Non Contract Professionals

2 day course

Classroom, online or in-house

Course overview

Engineers, supervisors and site staff create contractual consequences daily without seeing a contract, by instructing work, accepting deliverables, signing timesheets and writing emails. This course tells them what they are doing. Delegates work through how a contract forms and what actually binds the organisation, the obligations their day to day actions trigger, and the difference between a variation and free work. Notice provisions are covered because missing one destroys an entitlement. Record keeping and correspondence are treated as the evidence they later become. The course closes on knowing when to stop and involve the contracts function.

What you will learn

- Explain how a contract forms and what binds the organisation
- Recognise the contractual consequences of everyday actions
- Distinguish a variation from work given away free
- Comply with notice provisions and understand why they matter
- Keep records and write correspondence that will hold up later
- Avoid the informal agreements that create unfunded obligations
- Recognise when to stop and involve the contracts function

Who should attend

- Engineers and technical staff instructing contractors
- Site supervisors and construction managers
- Operations and maintenance staff
- Finance and administration staff processing contract paperwork
- Anybody who signs or approves against a contract

Course outline

- 01 How a contract forms and what binds you
- 02 Everyday actions and their consequences
- 03 Variations against free work
- 04 Notice provisions and lost entitlements
- 05 Instructions, acceptance and sign off
- 06 Records and correspondence as evidence
- 07 Informal agreements and their cost
- 08 When to escalate to contracts

Upcoming dates

Dates	Venue	Format	Fee per delegate
1 to 2 October 2026	Cape Town, South Africa	Classroom	R11,950
11 to 12 November 2026	Online	Online	R6,500
16 to 17 December 2026	Kampala, Uganda	Classroom	USD 795
14 to 15 January 2027	Pretoria, South Africa	Classroom	R11,950



Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 795** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa