Postgraduate Diploma Contract Management in Construction Projects





## **Postgraduate Diploma** Contract Management in Construction Projects

- » Modality: online
- » Duration: 6 months
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online
- » Target Group: Engineers, architects or experienced graduates who want to deepen and update their knowledge in the field of international construction projects

Website: www.techtitute.com/in/school-of-business/postgraduate-diploma/postgraduate-diploma-contract-manager-construction-projects

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## 01 Welcome

Being a successful *Contract Manager* in construction projects requires specific knowledge that the contractor or business professional focused on this sector must master. Thanks to this TECH program, the student will acquire the skills to watch over and protect the company's contractual position, resolving incidents that may occur throughout the life of the corresponding contract. In order to acquire these skills, which are essential to minimize contract risks and protect the results of the operations outlined, a curriculum has been designed that addresses everything related to Contract Management in Construction Projects, from the functions of the *Contract Manager*, the relationships with other project agents, the analysis of the main factors of the work, to the stages to be carried out in contract management. Thus, TECH guarantees the student a successful training, with the best possible syllabus.

> Postgraduate Diploma in Contract Management in Construction Projects. TECH Technological University

> > 101

Sections

Deepen your knowledge of the Contract Manager's work and master the key aspects of successful contract management such as penalties, guarantees and arbitration, you will boost your career in a sector that is currently in vogue"

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# 02 Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.

## Why Study at TECH? | 07 tech

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TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"

#### 08 | Why Study at TECH? tech

## At TECH Technological University



## Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story" for integrating the innovative, interactive multi-video system into our programs.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a gualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...



#### of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.



executives trained each year

different nationalities



## Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.



collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



## Why Study at TECH? | 09 tech

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



#### Analysis

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.

At TECH you will have access to Harvard Business School case studies."



### **Academic Excellence**

TECH offers students the best online learning methodology. The university combines the *Relearning* method (the most internationally recognized postgraduate learning methodology) with Harvard Business School *"case studies"* A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



## **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.

# 03 Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.

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We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level".

## tech 12 | Why Our Program?

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:



#### A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of students achieve positive career development in less than 2 years.



## You will develop a strategic and global vision of companies.

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.



### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



#### You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.

## Why Our Program? | 13 tech



#### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

> You will find a network of contacts that will be instrumental for professional development.



### Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.



#### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



#### You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to train with a team of world-renowned teachers.

## 04 **Objectives**

This Postgraduate Diploma is designed for students to strengthen their skills in *Contract Management* in Construction Projects, developing new competencies and enhancing their skills for academic and professional growth focused on a booming sector. Thus, after completing the program, the professional will be able to make global decisions with an innovative perspective and an international vision.

Consolidate your leadership

Objectives | 15 tech

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You will expand your knowledge in a detailed way in Health and Safety on construction sites from the point of view of a contract manager"

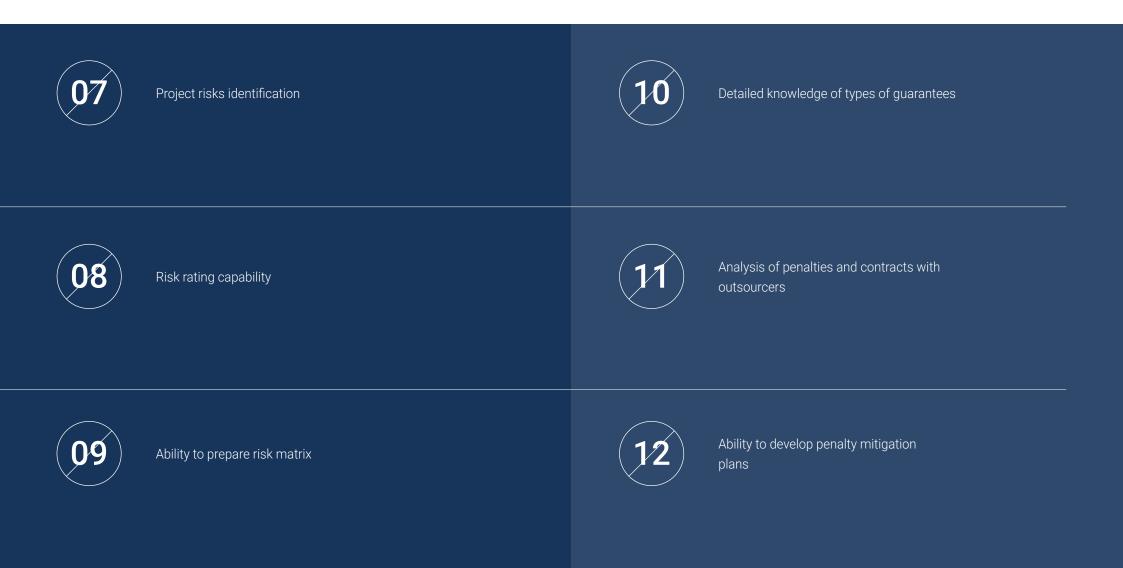
## tech 16 | Objectives

Your objectives are those of TECH.

TECH works together to help you achieve them.

The Postgraduate Diploma in Contract Management in Construction Projects will train you to:





## tech 18 | Objectives

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Accurate knowledge of types of construction insurance



Ability as Contract Manager to control the project budget



In-depth knowledge of construction site control management







Detailed knowledge of Health and Safety on construction sites from a contract manager's point of view



Ability to participate in potential disputes and arbitrations



Ability to prepare necessary documentation for possible disputes

## 05 Structure and Content

The syllabus of this Postgraduate Diploma includes a structured program based on the requirements that the professional must master in this sector, under a global approach of all the aspects that take part in *Contract Management*. For this purpose, a path has been proposed that incorporates all the fields of work in which the management of contracts for large construction projects is involved, so that the students will develop their theoretical and practical knowledge, achieving a professional and personal growth that will allow them to intervene in this field of work with the security of an expert.

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Bet on a sector of the future, specialize in Contract Management of Construction Projects"

## tech 22 | Structure and Content

## Syllabus

The Postgraduate Diploma in Contract Management in Construction Projects of TECH Technological University is an intensive program that prepares the student to master all the aspects surrounding the contractual management of construction projects.

The content of the Postgraduate Diploma is designed to promote the development of managerial and administrative skills that allow for more rigorous decision making in uncertain environments, facing the business challenges that may arise.

Throughout 450 hours of preparation, the student analyzes a multitude of practical cases through individual and teamwork. It is, therefore, an authentic immersion in real business situations.

In this way, this Postgraduate Diploma deals in depth with the world of construction from its contractual approach, taking into account the different steps that these projects require. Thus, it is designed to specialize professionals in the business environment in order to orient them towards this sector from a strategic, international and innovative perspective.

A plan designed for the student, focused

on their professional improvement that prepares them to achieve excellence in the field of management and business administration in this sector. A program that understands your needs and those of your company through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the skills to efficiently manage construction project contracts.

This Postgraduate Diploma takes place over **6 months** and is divided into **3 modules:** 

Module 1.	Contract Management in Projects
Module 2.	Risk Management in Contract Management
Module 3.	Project Management in Contract Management



## Structure and Content | 23 tech

### Where, When and How is it Taught?

TECH offers its students the possibility of taking this program completely online. During the 6 months of training, you will be able to access the contents of this program at any time, allowing you to manage your study time.

Master risk management in your day-to-day work as a Contract Manager, and move towards your career goal with rigor.

М	odule 1. Contract Management in Project	S					
	<ol> <li>Contract Management in Projects</li> <li>Analysis of Contract Management in Projects</li> <li>Need for Contract Management</li> <li>Contract Management Objectives</li> </ol>	<b>1.2.</b> 1.2.1. 1.2.2. 1.2.3.		<b>1.3.</b> 1.3.1. 1.3.2. 1.3.3.		1.4. 1.4.1. 1.4.2. 1.4.3.	Planning and Evolution of Contract Management
1. 1.5 1.5	Management .1. Planning and Execution .2. Control and Monitoring during Execution	<b>1.6.</b> 1.6.1. 1.6.2. 1.6.3.		<b>1.7.</b> 1.7.1. 1.7.2. 1.7.3.	Manager Successful Contract Management and Administration Customer Communications Management	<b>1.8.</b> 1.8.1. 1.8.2. 1.8.3.	Aspects to be Solved Contract Negotiation and Approval Control During Ejection Control of Compliance with Contractual Obligations
<b>1</b> . 1.9 1.9	<ol> <li>Contract Negotiation and Approval</li> <li>Control During Ejection</li> </ol>	1.10.1 1.10.2	<ul> <li>Management of Project Factors by the Contract Manager</li> <li>Scope Management</li> <li>Cost Management</li> <li>Risk and Change Management</li> </ul>				

## Structure and Content | 25 tech

<b>2.1.</b> 2.1.1.	International Contract Management Contract Management According to PMBOK	2.2.	Contract Management and Project Management	2.3.	Risk Management by Contract Manager	<b>2.4.</b> 2.4.1.	5
2.1.2. 2.1.3.	Procurement Control and Management According to PMBOK Importance and Involvement of the Contract Manager	2.2.1. 2.2.2. 2.2.3.		2.3.1. 2.3.2. 2.3.3.	Identification of Contract Risks Risk Classification Matrix Development and Implementation	2.4.2. 2.4.3.	Follow-up of Progress Risk Mitigation
<b>2.5.</b> 2.5.1. 2.5.2. 2.5.3.	Types of Guarantees Classification Importance of Endorsement Management Costs and Expiration	2.6.2.	Penalty Analysis Type of Penalties according to Contract Control of Penalties by the Contract Manager Effective Contract Management in the Event of Penalties	<b>2.7.</b> 2.7.1. 2.7.2. 2.7.3.			Construction Insurance Analysis Contract Management in Insurance Management Calculations and Costs for Construction Insurance Validity of Insurance
	Contract Management and Legal Department Contract Manager and Legal Department Connection Importance of Legal Knowledge for the Contract Manager Communication from the Legal Point of View of the Contract Manager	2.10.1 2.10.2	Contract Manager and Contractors . Contract Manager's Communications with the Contractor . Follow-up of the Contract with the Contractor . Importance of Communication Traceability Control				

Module 2 Dick Management in Contract Managemen

## tech 26 | Structure and Content

Мос	Module 3. Project Management in Contract Management							
3.1. 3.1.1 3.1.2 3.1.3	Contract Management and Budget Objectives of Budget Management by the Contract Manager Main Types of Budgets Budget according to Cost Structure	<ul><li><b>3.2.</b></li><li><b>3.2.1.</b></li><li><b>3.2.2.</b></li><li><b>3.2.3.</b></li></ul>	Contract Management and Construction Site Control Objectives of Construction Site Control Management Hiring of an Inspection Agency Verification and Monitoring of the Construction Site	3.3.1.	Contract Management and Health and Safety Control in the Construction Site Objectives of Health and Safety Control Management at the Construction Site Aspects to be Considered for Health and	3.3.3.	Safety Control Verification and Monitoring of the Construction Site	
3.4.2	Contract Management and Outsourcing Importance of the Contract Manager's Involvement in the Management of Outsourcing Contracts Types of Outsourcing Contracts Analysis of Contracts with Outsourcers	<b>3.5.</b> 3.5.1. 3.5.2. 3.5.3.	Outsourcing Process to be Followed by the Contract Manager Bidding and Comparison Pre-selection and Pre-recruitment Outsourcing Award	<b>3.6.</b> 3.6.1. 3.6.2. 3.6.3.	Monitoring of Changes in Outsourcing Contracts Importance of Change Monitoring Control of Changes in Time and Cost Need for Timely Notifications and Form	3.7.2.	Contract	
3.8. 3.8.1 3.8.2 3.8.3	Contract Management and Contractual Disputes Contract Manager Involvement in Disputes Technical and Legal Difficulty in International Arbitration Cases Importance of Contract management for Future Disputes	<b>3.9.</b> 3.9.1. 3.9.2. 3.9.3.	Classification of Disputes and Arbitration Types of Disputes and Arbitration Preparation of Dispute Documentation Importance of Traceability for Future Disputes	3.10.1. 3.10.2	Contract Manager and Client Contract Manager Communications with the Client Follow-up of the Contract with the Client Importance of Communication Traceability Control			



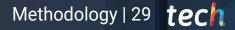
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## 06 **Methodology**

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine have considered it to be one of the most effective.** 





Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

## tech 30 | Methodology

## At TECH Business School we use the Harvard case method

Our program offers a revolutionary method of skills and knowledge development. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.



At TECH, you will experience a way of learning that is shaking the foundations of traditional universities around the world."



We are the first online university to combine Harvard Business School case studies with a 100% online learning system based on repetition.

## Methodology | 31 tech



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

## A learning method that is different and innovative

This intensive program from TECH Technological University School of Business prepares students to face all the challenges in this area, both nationally and internationally. We are committed to promoting personal and professional growth, the best way to strive for success, that is why TECH uses Harvard case studies, with which we have a strategic agreement that allows us to provide our students with material from the best university the world.

**66** You act con env

You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments."

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

## tech 32 | Methodology

## **Relearning Methodology**

Our university is the first in the world to combine Harvard University *case studies* with a 100%-online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance Harvard *case studies* with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



## Methodology | 33 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

> Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



## tech 34 | Methodology

This program offers the best educational material, prepared with professionals in mind:



#### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.

30%

10%

8%

3%



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



#### **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



#### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.

## Methodology | 35 tech



#### **Case Studies**

They will complete a selection of the best business cases used at Harvard Business School. Cases that are presented, analyzed, and supervised by the best senior management specialists in Latin America.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### **Testing & Retesting**

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.



15%

4%

## 07 Our Students' Profiles

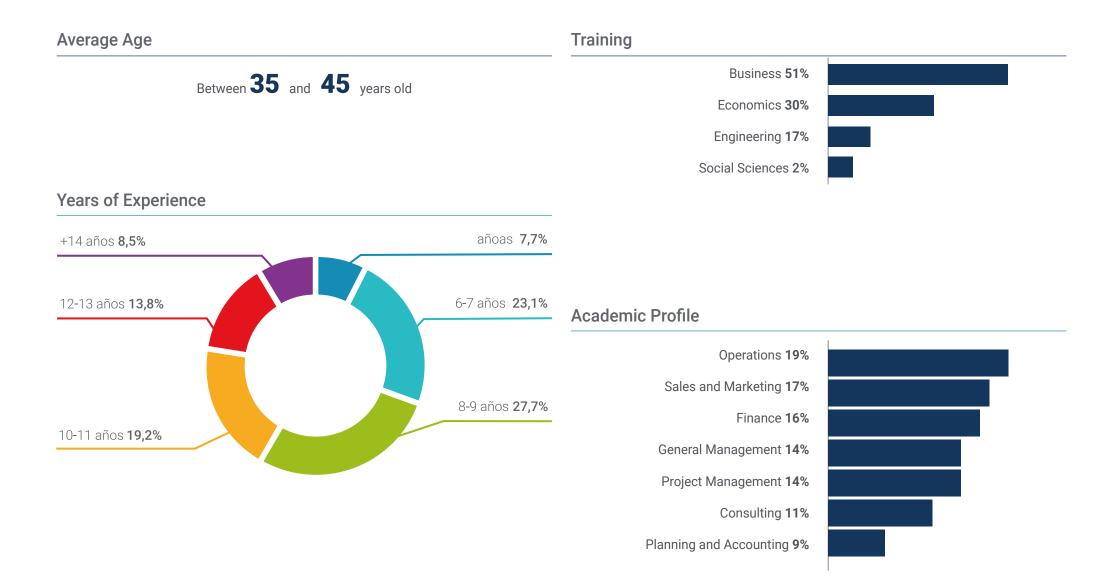
This Postgraduate Diploma is aimed at university graduates who have previously completed any of the following degrees in the field of Social and Legal Sciences, Administrative and Economic Sciences, as well as engineers or architects graduates with experience who want to deepen and update their knowledge in the field of construction projects from a business perspective.

The diversity of participants with different academic profiles and from multiple nationalities make up the multidisciplinary approach of this program.

Professionals who, being university graduates in any area, have two years of work experience in a related field, may also take the Postgraduate Diploma.

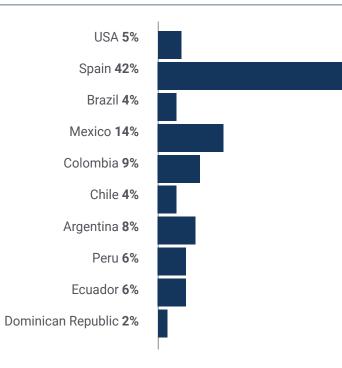
Become a first-level Contract Manager thanks to the training of this TECH Postgraduate Diploma"

### tech 38 | Our Students' Profiles



### Our Students' Profiles | 39 tech

**Geographical Distribution** 





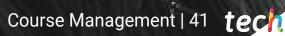
# Cecilia Ónega

#### Contractor

"What I highlight most about this TECH Postgraduate Diploma is its content and its online modality. The syllabus is clear and very well structured, in addition to having many practical cases that show you the reality of the sector with an innovative approach. The fact that I could study it at any time has also been a plus for me"

# 08 Course Management

In its commitment to offer an elite education for all, TECH counts on renowned professionals so that the student acquires a deep knowledge in Contract Management in Construction Projects. This Postgraduate Diploma has a highly qualified team with extensive experience in the sector, which will offer the best tools for students to develop their skills during the course. In this way, students have the guarantees they need to specialise at an international level in a booming sector that will catapult them to professional success.





Succeed with the best and gain the knowledge and skills you need to embark on a career in the advanced IT sector".

## tech 42 | Course Management

#### Management



### Mr. Ruiz Cid, Martin Joaquín

Technical Manager EPC Project Group *EPC Project Manager* Leader at Soltec Renewable Energies Industrial Technical Engineer specializing in Mechanics/Structures from the Polytechnic University of Cartagena.

Industrial Engineer in Electricity from the Polytechnic University of Cartagena.

Official Master's Degree in Power Electronics and Adaptive Control

- MBA in Strategic Management of the Company by UNED
- Official Master's Degree in Renewable Energies and Environment
- Project Manager Professional Course
- Turnkey EPC Project Management Course
- Industrial Instrumentation Course



# 09 Impact on Your Career

1.1.1.1.1.1

We are aware that studying a program like this entails great economic, professional and, of course, personal investment. The ultimate goal of this great effort should be to achieve professional growth. And, with us, you will find great possibilities to achieve it. For this, we have the perfect equation for a quality specialisation: a highly updated syllabus and internationally renowned teachers. Undoubtedly, a unique opportunity that will help you to boost your career in a short period of time.

# Impact on Your Career | 45 tech

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Our challenge is to generate a positive change in your professional career. We are fully committed to helping you achieve it."

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### Are you ready to take the leap? Excellent professional development awaits you

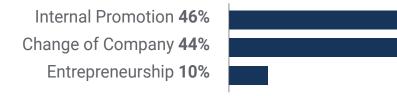
The Postgraduate Diploma in *Contract Management* in Construction Projects of TECH Technological University is an intensive program that prepares you to face the challenges and business decisions at a logistical level, both nationally and internationally. The main objective is to promote your personal and professional growth. Helping you achieve success.

If you want to improve yourself, make a positive change at a professional level, and network with the best, then this is the place for you.

When the change occurs



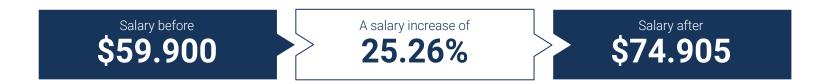
### Type of change



If you want to make a positive change in your profession, the Postgraduate Diploma in Contract Management in Construction Projects will help you achieve it. A TECH qualification will open many professional doors and position you among the elite in the industry.

### Salary increase

This program represents a salary increase of more than **25%** for our students.





# 10 Benefits for Your Company

The Postgraduate Diploma in Contract Management in Construction Projects contributes to elevate the organization's talent to its maximum potential by training high-level leaders.

Participating in this Postgraduate Diploma is a unique opportunity to access a powerful network of contacts where you can find future professional partners, clients, or suppliers.

Benefits for Your Company | 49 tech

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By taking this Postgraduate Diploma you will have the opportunity to access a powerful network of contacts and you will prove your worth in a growing sector"

### tech 50 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



### Intellectual Capital and Talent Growth

The professional brings to the company new concepts, strategies and perspectives that can bring about relevant changes in the organization.



#### Building agents of change

Be able to make decisions in times of uncertainty and crisis, helping the organization to overcome obstacles.



# Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.



### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets of the world economy.



## Benefits for Your Company | 51 tech



### Project Development

Be able to work on a real project or develop new projects in the R+D or Business Development area of your company.



#### Increased competitiveness

This program will equip its professionals with the necessary skills to take on new challenges and drive the organization forward.

# 11 **Certificate**

The Postgraduate Diploma in Contract Management in Construction Projects guarantees, in addition to the most rigorous and up-to-date training, access to a certificate issued by TECH Technological University.

Certificate | 53 tech

Successfully complete this training and receive your university certificate without travel or laborious paperwork"

### tech 54 | Certificate

This **Postgraduate Certificate in Contract Management in Construction Projects** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding Postgraduate Certificate issued by **TECH Technological University** via tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: Postgraduate Certificate in Contract Management in Construction Projects Official N° of Hours: 450 h.





**Postgraduate Diploma** Contract Management in Construction Projects

- » Modality: online
- » Duration: 6 months
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Postgraduate Diploma Contract Management in Construction Projects

