Contract Law Basics for project managers 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

In today’s fast-paced project management environment, understanding the fundamentals of contract law is essential for ensuring project success and minimizing legal risks. Contract Law Basics for Project Managers Training Course is designed to equip professionals with comprehensive knowledge of contractual principles, obligations, and enforcement mechanisms. Participants will explore critical concepts such as contract formation, breach of contract, remedies, and dispute resolution, enabling them to make informed decisions and safeguard organizational interests. With a focus on real-world application, this course integrates practical case studies and hands-on exercises to enhance learning and retention.

Project managers often navigate complex contractual relationships involving multiple stakeholders, vendors, and regulatory frameworks. This course emphasizes proactive strategies for contract negotiation, risk assessment, and compliance, fostering stronger partnerships and successful project delivery. By the end of the program, attendees will possess the skills to interpret legal documents, identify potential contractual pitfalls, and implement best practices for contract management, ultimately contributing to organizational efficiency, cost control, and legal risk mitigation.

Programme Curriculum

Contract Law Basics for Project Managers Training Course

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Course Objectives

1. Understand the principles of contract law and its relevance in project management.
2. Identify the essential elements of a legally binding contract.
3. Analyze contractual obligations and responsibilities in project contexts.
4. Recognize different types of contracts and their applications.
5. Examine the processes of contract negotiation and drafting.
6. Assess risks associated with contract breaches and non-compliance.
7. Explore remedies and dispute resolution strategies.
8. Understand the role of performance guarantees and warranties.
9. Apply ethical considerations in contract management.
10. Implement best practices for managing vendor and stakeholder agreements.
11. Develop skills to interpret complex legal terms and clauses.
12. Evaluate case studies of contractual disputes in project environments.
13. Enhance organizational decision-making through effective contract oversight.

Organizational Benefits

- Reduced legal risks in project execution.
- Improved contract negotiation and vendor management.
- Streamlined contract approval and compliance processes.
- Enhanced stakeholder trust and communication.
- Minimized project delays due to contractual issues.
- Cost-effective dispute resolution strategies.
- Increased clarity in roles and responsibilities.
- Stronger alignment between contracts and project objectives.
- Protection of intellectual property and proprietary information.
- Enhanced organizational reputation and credibility.

Target Audiences

1. Project Managers
2. Assistant Project Managers
3. Project Coordinators
4. Program Managers
5. Contract Administrators

6. Procurement Specialists
7. Risk Managers
8. Legal Advisors

Course Duration: 10 days

Course Modules

Module 1: Introduction to Contract Law

- Definition and importance of contract law
- Key legal principles for project managers
- Types of contracts used in projects
- Common contractual terms and clauses
- Case Study: Evaluating a simple project contract
- Practical Exercise

Module 2: Elements of a Contract

- Offer and acceptance
- Consideration and capacity
- Legal purpose requirement
- Written vs. oral contracts
- Case Study: Identifying missing elements in contracts
- Hands-on Workshop

Module 3: Contract Formation

- Steps in forming a contract
- Negotiation techniques
- Drafting effective agreements
- Understanding contract templates
- Case Study: Contract formation in multi-stakeholder projects
- Roleplay Exercise

Module 4: Contract Types and Applications

- Fixed-price contracts
- Cost-reimbursable contracts
- Time and materials contracts
- Service-level agreements (SLAs)
- Case Study: Choosing the right contract type
- Group Discussion

Module 5: Contract Obligations and Performance

- Rights and duties of parties
- Performance measurement and monitoring
- Handling changes in scope
- Contract milestones and deliverables
- Case Study: Performance assessment in construction projects
- Interactive Activity

Module 6: Breach of Contract

- Definition and types of breaches
- Causes of contract violations
- Legal implications of breaches
- Mitigation strategies
- Case Study: Resolving a contract breach dispute
- Scenario Analysis

Module 7: Remedies for Breach of Contract

- Damages and compensation
- Specific performance
- Contract termination clauses
- Negotiated settlements
- Case Study: Remedies in supplier contract disputes
- Workshop Exercise

Module 8: Contract Negotiation Techniques

- Preparation and planning
- Effective communication strategies
- Negotiation tactics and leverage
- Conflict resolution skills
- Case Study: Negotiation in high-value contracts
- Roleplay Exercise

Module 9: Risk Management in Contracts

- Identifying potential risks
- Risk allocation strategies
- Insurance and bonding requirements

- Monitoring and controlling risks
- Case Study: Risk mitigation in IT projects
- Group Exercise

Module 10: Ethical Considerations in Contracts

- Transparency and fairness
- Avoiding conflicts of interest
- Ethical decision-making frameworks
- Corporate social responsibility in contracts
- Case Study: Ethical dilemmas in procurement
- Discussion Session

Module 11: Contract Documentation and Records

- Maintaining accurate records
- Version control and documentation standards
- Legal document retention requirements
- Reporting and audits
- Case Study: Documentation review in project audits
- Hands-on Exercise

Module 12: Dispute Resolution Strategies

- Negotiation and mediation
- Arbitration and litigation
- Alternative dispute resolution methods
- Drafting dispute resolution clauses
- Case Study: Resolving disputes in international projects
- Simulation Exercise

Module 13: Vendor and Stakeholder Management

- Managing expectations and deliverables
- Contract monitoring and evaluation
- Communication strategies with stakeholders
- Performance reviews and feedback
- Case Study: Vendor management in multi-contract projects
- Interactive Workshop

Module 14: Advanced Contract Analysis

- Interpreting complex clauses
- Identifying hidden risks
- Legal implications of contract amendments
- Tools for contract analysis
- Case Study: Complex project contract review
- Practical Application

Module 15: Contract Management Best Practices

- Standard operating procedures
- Continuous improvement in contract processes
- Integration with project management systems
- Monitoring compliance and KPIs
- Case Study: Best practices in multinational projects
- Group Activity

Training Methodology

- Instructor-led interactive sessions
- Practical exercises and workshops
- Case study analysis for real-world application
- Role-playing and simulation activities
- Group discussions and collaborative learning
- Hands-on contract review exercises

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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