Contract Management Training with Dispute Resolution Modules Training Course

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Contract management is a critical component in every business or project lifecycle. It ensures that agreements are structured, executed, and monitored efficiently to maximize performance and reduce organizational risk. With global business transactions increasing in complexity, mastering contract drafting, negotiation, execution, monitoring, and dispute resolution is essential for professionals involved in procurement, legal, finance, project management, and administration. Contract Management Training with Dispute Resolution Modules Training Course offers a hands-on, expert-led program tailored to equip participants with practical skills and current trends in contract lifecycle management.

This course emphasizes advanced techniques in contract negotiation, compliance, dispute resolution strategies, and legal risk management. It combines real-life case studies, international best practices, and innovative tools for contract analytics. Participants will also explore arbitration, mediation, and litigation strategies in the context of commercial agreements. By the end of this course, attendees will be able to mitigate risks, optimize contract value, and handle disputes with confidence, positioning themselves as strategic assets in their organizations.

Programme Curriculum

Contract Management Training with Dispute Resolution Modules Training Course

Introduction

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Course Objectives

By the end of this course, participants will be able to:

1. Understand the full contract lifecycle and best practices in contract management.
2. Draft contracts that are legally sound, compliant, and risk-mitigated.
3. Apply principles of negotiation tactics to achieve favorable contract outcomes.
4. Identify and manage contractual obligations and deliverables effectively.
5. Implement robust compliance monitoring and reporting systems.
6. Detect early signs of contract breach and prepare mitigation strategies.
7. Understand the key principles of dispute resolution mechanisms (ADR, arbitration, mediation).
8. Develop skills in resolving contract disputes efficiently and cost-effectively.
9. Utilize technology tools for contract analytics and document automation.
10. Interpret legal clauses and translate them into actionable items.
11. Structure performance-based contracts using KPIs and SLAs.
12. Manage multi-party, cross-border, and high-value contracts.
13. Align contract management with corporate governance and compliance frameworks.

Target Audiences

1. Procurement and Supply Chain Officers
2. Contract Administrators
3. Project Managers
4. Legal and Compliance Professionals
5. Finance and Risk Officers
6. Government and NGO Contract Managers
7. Engineers and Technical Managers
8. Business Development Executives

Course Duration: 5 days

Course Modules

Module 1: Introduction to Contract Management

- Contract lifecycle stages overview
- Types of business contracts
- Key contract terminologies
- Stakeholder roles and responsibilities
- Common challenges in contract management
- **Case Study: Failed contract due to undefined obligations**

Module 2: Contract Drafting and Structuring

- Components of a valid contract
- Drafting clear scope and deliverables
- Legal and regulatory considerations
- Clauses for risk allocation
- Boilerplate clauses demystified

- **Case Study: How poor drafting led to litigation**

Module 3: Contract Negotiation Skills

- Preparing for negotiation
- Interest-based vs. positional bargaining
- Tactics and psychological tools
- Managing difficult counterparts
- Closing and documenting the agreement
- **Case Study: Successful negotiation that saved a $2M project**

Module 4: Performance Management and Monitoring

- KPIs and SLAs in contracts
- Setting up monitoring systems
- Handling non-performance
- Amending and renewing contracts
- Communication and escalation frameworks
- **Case Study: Missed milestones and recovery plan**

Module 5: Contract Compliance and Risk Management

- Regulatory and statutory compliance
- Creating internal compliance checklists
- Identifying and assessing contract risks
- Contract auditing and reporting
- Risk mitigation tools
- **Case Study: Fines avoided through proactive compliance**

Module 6: Dispute Resolution Mechanisms

- Dispute resolution clauses
- Mediation vs. arbitration vs. litigation
- Enforceability of settlement agreements
- Managing emotional conflicts
- Choosing the right resolution method
- **Case Study: Arbitration success in cross-border dispute**

Module 7: Legal Framework and Governance

- Governing law and jurisdiction
- Contract law essentials (offer, acceptance, consideration)
- Legal duties and good faith
- Understanding force majeure and indemnities
- Managing confidentiality and data protection
- **Case Study: Breach due to GDPR non-compliance**

Module 8: Technology and Future Trends in Contracting

- Contract management software tools
- AI in contract review and drafting
- Blockchain and smart contracts
- E-signatures and document security
- Contract analytics dashboards
- **Case Study: AI reducing contract cycle time by 40%**

Training Methodology

- Instructor-led lectures and expert insights
- Interactive workshops and group discussions
- Role-plays and contract simulation exercises
- Case study analysis and real-world problem solving
- Practical assignments and toolkit development

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	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com