Training Course on Contract Management

Professional Development Training Course Outline

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

Course Introduction

In today's complex business environment, mastering **contract management** is no longer optional it's critical for organizational success, **risk mitigation**, and achieving strategic objectives. Ineffective contract handling leads to significant **value leakage**, increased disputes, regulatory non-compliance, and damaged business relationships. Training Course on Contract Management is designed to empower professionals with the essential knowledge and practical skills to navigate the entire **contract lifecycle management (CLM)** process, transforming contracts from static documents into dynamic assets that drive performance and safeguard interests.

This comprehensive course delves into **best practices** across all stages, from meticulous **contract drafting** and strategic **negotiation** to proactive performance monitoring and effective closeout. Participants will gain proficiency in identifying and mitigating contractual risks, leveraging **digital contract tools** and **automation**, ensuring robust **compliance**, and optimizing **supplier relationship management**. Equip yourself and your team with the expertise to minimize liabilities, maximize value capture, and establish a standardized, efficient, and legally sound approach to managing all commercial agreements.

Programme Curriculum

Training Course on Contract Management

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Course Objectives

1. Master the fundamentals of **contract law** and essential terminology relevant to business agreements.
2. Analyze and interpret complex **contract clauses** to understand rights, obligations, and potential risks.
3. Develop strong **contract drafting** and review techniques for clarity, precision, and enforceability.
4. Implement effective **negotiation strategies** and tactics to achieve favorable commercial terms.
5. **Mitigate contractual risks** through proactive identification, assessment, and control measures.
6. Optimize **supplier and vendor relationship management** through well-structured contracts.
7. Utilize **Contract Lifecycle Management (CLM)** software principles and understand **digital transformation** in contracts.
8. Navigate **contract disputes** and apply appropriate resolution mechanisms efficiently.
9. Ensure adherence to **regulatory compliance** requirements (e.g., data privacy, industry standards).
10. Evaluate **contract performance** against KPIs and manage obligations and deliverables effectively.
11. Integrate **sustainability** and ethical considerations into contract frameworks. (*Trending*)
12. Manage **contract amendments** and variations using structured change control processes.
13. Apply best practices for **contract closeout**, renewal evaluation, and knowledge capture.

Organizational Benefits:

- Reduced financial exposure and operational **risk mitigation**.
- Significant **cost savings** through improved negotiation and reduced value leakage.
- Enhanced **legal and regulatory compliance** across all agreements.
- Improved **supplier performance** and stronger vendor relationships.
- Increased operational **efficiency** in procurement, sales, and project execution.
- Standardized contracting processes leading to stronger **governance**.
- Protection of revenue, intellectual property, and other key business assets.
- Data-driven insights for better strategic **decision-making**..

Target Participants

1. Procurement and Sourcing Professionals
2. Contract Managers, Specialists, and Administrators
3. Sales and Business Development Managers

4. Legal Counsel, Paralegals, and Legal Support Staff
5. Project and Program Managers
6. Finance and Commercial Managers
7. Supply Chain and Operations Managers
8. Business Owners and Senior Executives

Course Content

Module 1: Foundations of Contract Management

- Introduction to Contract Law Principles
- Types of Business Contracts and Agreements
- Key Contract Terminology and Definitions
- The Contract Lifecycle Management (CLM) Framework
- Roles and Responsibilities in Contract Management

Module 2: Contract Drafting and Structure

- Essential Elements of a Legally Binding Contract
- Techniques for Clear and Unambiguous Language
- Standard Clauses (Boilerplate) and Their Importance
- Drafting Key Sections: Scope, Payment, Liability
- Best Practices for Contract Review and Redlining

Module 3: Strategic Contract Negotiation

- Principles of Effective Negotiation (Win-Win)
- Preparation: Defining Objectives and BATNA
- Key Negotiation Tactics and Counter-Tactics
- Negotiating Critical Terms: Price, Liability, IP, Warranties
- Handling Difficult Negotiations and Deadlocks

Module 4: Contract Risk Identification and Mitigation

- Identifying Common Contractual Risks (Financial, Legal, Operational)
- Risk Assessment and Prioritization Techniques

- Developing Risk Mitigation Strategies and Clauses
- Understanding Liability, Indemnification, and Insurance
- Due Diligence in Counterparty Assessment

Module 5: Contract Execution and Implementation

- Formal Contract Signing Protocols (incl. E-signatures)
- Post-Award Contract Handover and Kick-off
- Establishing Communication Plans and Governance
- Tracking Key Dates, Obligations, and Deliverables
- Setting up for Successful Contract Performance

Module 6: Contract Performance and Relationship Management

- Monitoring Performance against SLAs and KPIs
- Managing Contract Obligations and Entitlements
- Building Strong Supplier/Vendor Relationships
- Effective Contract Change Management Processes
- Conducting Contract Audits and Compliance Checks

Module 7: Technology and Automation in Contracts

- Overview of Contract Lifecycle Management (CLM) Systems
- Benefits of **Automation** and **Digital Transformation**
- **AI in Contract Analysis** and Review
- E-signature Solutions and Workflow Automation
- Using Data Analytics for Contract Insights

Module 8: Contract Disputes, Termination, and Closeout

- Common Causes of Contract Disputes
- Alternative Dispute Resolution (ADR) Methods

- Understanding Breach of Contract and Remedies
- Termination Clauses and Procedures
- Best Practices for Contract Closeout and Lessons Learned

Training Methodology:

Our training methodology employs a blended learning approach focused on practical application and engagement. It includes:

- Expert-led presentations and instruction.
- Interactive workshops and group discussions.
- Analysis of real-world **case studies**.
- **Role-playing exercises** for negotiation and dispute scenarios.
- Practical simulations for contract drafting and review.
- Q&A sessions for clarification and specific queries.
- Access to templates, checklists, and digital resources.
- Emphasis on peer learning and sharing best practices.

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
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