



Project & Contract Management

# Mastering Contracts Management

# Course Introduction

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## Mastering Contract Management

Mastering Contract Management is crucial for organizations to ensure that their agreements are legally sound, well-executed, and meet the agreed objectives. This course will help you gain the knowledge and skills necessary to manage contracts effectively, mitigate risks, and maintain compliance throughout the contract lifecycle.

Throughout this training, participants will learn how to create, negotiate, and monitor contracts, handle disputes, and ensure a smooth contract closeout process. By the end of this program, you will be equipped with strategies for managing contract risks, optimizing performance, and maintaining long-term business relationships. You will also gain

## Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and presentation about proven-by-practice methods, new insights and ideas about the topic and its effects in a corporate world.

# Target Audience

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1. Contract Managers
2. Procurement Managers
3. Legal Advisors
4. Project Managers
5. Supply Chain Managers
6. Vendor Managers
7. Risk Managers
8. Compliance Officers
9. Business Development Managers
10. Purchasing Managers

# Learning Objectives

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- Gain a solid understanding of the fundamentals of contract management, including key terms, types, and stages of a contract.
- Learn how to effectively create, negotiate, and draft contracts to meet organizational goals.
- Understand the importance of monitoring contract performance, managing changes, and handling disputes.
- Develop skills for identifying, assessing, and mitigating risks throughout the contract lifecycle.
- Master the process of contract closeout, ensuring compliance, and conducting post-contract reviews for future improvements.

# Course Outline

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- **Day 01**

Introduction to Contract Management

- Overview of contract management
- Types of contracts (Fixed-price, Cost-reimbursable, Time and Materials)
- Key terms and clauses in contracts
- Roles and responsibilities in contract management
- Importance of legal compliance in contracts
- The lifecycle of a contract
- Common challenges in contract management

- **Day 02**

**Contract Creation and Negotiation**

- Steps in contract creation
- Developing a contract strategy

- Key negotiation techniques
- Drafting effective contract terms
- Balancing risk and reward in contracts
- Legal considerations in contract formation
- Avoiding common pitfalls during negotiation

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#### **Contract Performance and Monitoring**

- Monitoring contract performance
- Managing deliverables and timelines
- Handling contract changes and amendments
- Performance metrics and KPIs for contracts
- Ensuring compliance with contract terms
- Addressing disputes and conflicts
- Best practices in performance monitoring

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#### **Risk Management in Contracts**

- Identifying and assessing contract risks
- Risk mitigation strategies
- Managing force majeure clauses
- Insurance and indemnity clauses
- Risk allocation in contracts
- Strategies for handling unforeseen events
- Case studies on contract risk management

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#### **Contract Closeout and Compliance**

- Steps for contract closeout
- Final deliverables and approvals
- Documenting lessons learned
- Post-contract compliance and audits
- Ensuring contract renewal or termination is managed properly
- Handling disputes during closeout

- Best practices for post-contract review

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 19, 2025	May 23, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 25, 2025	Aug. 29, 2025	5 days	4250.00 \$	UAE - Abu Dhabi