



PM274: The Complete Course on Contracts Management

Training Description:

This Complete Course on Contracts Management training is crucial for professionals seeking to master the intricacies of the contract lifecycle. By delving into the fundamental principles of contract law, negotiation strategies, risk management techniques, and dispute resolution processes, participants gain a comprehensive understanding of the key elements that influence contract success. This knowledge empowers them to draft and review contracts with precision, ensuring clarity, fairness, and alignment with organizational goals.

Moreover, the training course equips individuals with the ability to effectively negotiate terms, identify potential risks, and develop strategies to mitigate them. This proactive approach enables organizations to minimize exposure to liabilities, optimize resource allocation, and safeguard their interests. Additionally, the training fosters strong communication and collaboration skills, essential for building productive relationships with clients, vendors, and internal stakeholders.

By mastering the art of contract management, professionals can drive operational efficiency, enhance decision-making, and contribute to the overall financial health of their organizations. Whether you are a seasoned contracts manager or a newcomer to the field, this comprehensive training program provides the essential tools and insights to excel in this critical role.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the fundamental principles of contract law and its applications in various business contexts
- ✓ Develop strong contract negotiation and drafting skills
- ✓ Effectively manage the contract lifecycle, from initiation to closure
- ✓ Identify and mitigate potential risks associated with contracts
- ✓ Implement best practices for contract administration and compliance

Training Designed for:

This course is intended for Legal professionals, Procurement and supply chain managers, Project managers, Business development managers, Sales professionals, Contract administrators & Anyone involved in contract negotiation, drafting, or management.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

❖ Introduction to Contract Law and Principles

- Overview of contract law and its key elements
- Types of contracts (oral, written, implied)
- Formation of a contract (offer, acceptance, consideration)
- Capacity to contract
- Legality of object
- Afternoon Session:
- Contract interpretation and construction
- Breach of contract and remedies
- Dispute resolution mechanisms

DAY TWO:

❖ Contract Negotiation and Drafting

- Effective negotiation strategies and tactics
- Building rapport and trust with counterparties
- Understanding the power dynamics in negotiations
- Key negotiation skills (active listening, questioning, persuasion)
- Essential elements of a well-drafted contract
- Key clauses and their importance (e.g., warranties, indemnities, force majeure)
- Risk allocation and mitigation in contracts
- Practical exercises in contract drafting

DAY THREE:

❖ Contract Management and Administration

- The contract lifecycle (initiation, negotiation, execution, performance, closure)
- Contract administration best practices
- Change order management
- Performance monitoring and evaluation
- Contract compliance and risk management
- Dispute resolution procedures
- Contract closeout and lessons learned

DAY FOUR:

❖ Advanced Contract Topics

- International contract law and cross-border transactions
- Government contracts and public procurement
- Intellectual property rights in contracts
- Contract finance and security interests
- Insurance and risk transfer in contracts
- Ethical considerations in contract management

DAY FIVE:

❖ Case Studies and Best Practices

- Real-world case studies of successful and failed contracts
 - Identifying lessons learned from past experiences
 - Best practices for contract management
 - Q&A session with industry experts
 - Group discussions and interactive exercises
- ❖ Course Conclusion
 - ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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