



Certified Contract Manager





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Introduction:

This program is designed to prepare participants for the certification exam only.

This training program provides participants with comprehensive knowledge and skills essential for managing contracts effectively across various industries. It empowers them to enhance their contract management capabilities, ensuring successful and compliant business transactions.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles and practices of contract management.
- Develop skills in drafting and negotiating effective contracts.
- Learn techniques for managing contract performance and compliance.
- Gain insights into resolving contract disputes and mitigating risks.
- Enhance capabilities in managing the entire contract lifecycle.
- Prepare for successful completion for the Certification Exam.

Targeted Audience:

- Contract Managers.
- Legal Professionals.
- Procurement Specialists.
- Project Managers.
- Business Executives.
- Supply Chain Managers.

Program Outline:

Unit 1:

Introduction to Contract Management:

- Overview of contract management principles.
- The role and responsibilities of a contract manager.
- Types of contracts and their key components.
- Legal frameworks governing contracts.
- Case studies on effective contract management.

Unit 2:

Drafting and Negotiating Contracts:

- Techniques for drafting clear and enforceable contract terms.
- Common clauses in business contracts payment terms, liability, termination.
- Strategies for successful contract negotiations.
- Preparing for contract negotiations.
- Practical exercises on drafting and negotiating contract clauses.

Unit 3:

Contract Performance and Compliance Management:

- Best practices for managing contract performance.
- Monitoring compliance with contract terms and conditions.
- Handling amendments and modifications.
- Techniques for performance evaluation and reporting.
- Real-world examples of contract performance management.

Unit 4:

Risk Management and Dispute Resolution:

- Identifying and mitigating risks in contract management.
- Techniques for resolving contract disputes.
- Legal and alternative dispute resolution mechanisms.
- Strategies for enforcing contract terms.

- Case studies on risk management and dispute resolution in contracts.

Unit 5:

Advanced Contract Lifecycle Management:

- Managing the entire contract lifecycle from initiation to closure.
- Implementing contract management systems and tools.
- Ensuring organizational alignment and stakeholder engagement.
- Continuous improvement in contract management practices.

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