

€ TRAINING

Contract Preparation and Management





Contract Preparation and Management

Introduction:

This training program provides participants with comprehensive knowledge and skills essential for effectively preparing and managing contracts. It empowers participants to confidently navigate the contract lifecycle, ensuring successful project execution and compliance with contractual obligations.

Program Objectives:

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

- Understand the principles of contract preparation and management.
- Develop and draft clear and enforceable contract terms and conditions.
- Apply negotiation techniques to achieve favorable contract terms.
- Effectively administer contracts and monitor performance.
- Mitigate risks and resolve disputes arising from contract execution.

Targeted Audience:

- Contract Managers.
- Procurement Officers.
- Project Managers.
- Legal Advisors.
- Business Development Professionals.
- Personnel involved in contract preparation and management processes.

Program Outline:

Unit 1:

Fundamentals of Contract Preparation:

- Overview of contract preparation principles.
- Essential elements of a contract.

- Drafting clear and enforceable contract terms and conditions.
- Techniques for defining scope, deliverables, and milestones.
- Case studies on effective contract preparation.

Unit 2:

Negotiation Techniques for Contracts:

- Strategies for successful contract negotiations.
- Techniques for achieving mutually beneficial outcomes.
- Identifying and addressing negotiation points.
- Negotiating favorable terms and conditions.
- Practical exercises on contract negotiation.

Unit 3:

Contract Administration:

- Best practices for contract administration.
- Techniques for managing contract changes and variations.
- Monitoring contract performance and deliverables.
- Ensuring compliance with contract terms and conditions.
- Real-world examples of successful contract administration.

Unit 4:

Performance Monitoring and Compliance:

- Establishing performance metrics and key performance indicators KPIs for contracts.
- Techniques for monitoring contractor performance and compliance.
- Identifying early warning signs of potential performance issues.
- Implementing corrective actions to address performance deficiencies.

Unit 5:

Risk Management and Dispute Resolution:

- Identifying and assessing risks in contract management.
- Techniques for mitigating and managing risks.
- Common sources of disputes in contracts.
- Strategies for resolving disputes and managing claims.
- Case studies on risk management and dispute resolution.