

€ TRAINING

Conference on Contract Preparation and
Management



7 - 11 October 2024
Kuala Lumpur (Malaysia)



Conference on Contract Preparation and Management

REF: C693 DATE: 7 - 11 October 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

Introduction:

This conference is designed to equip professionals with the essential skills for preparing, managing, and executing contracts effectively. It covers the entire contract lifecycle, including drafting, negotiation, risk mitigation, and compliance. Through it, participants will gain a solid understanding of contract management principles to ensure successful contract execution and minimize disputes.

Conference Objectives:

By the end of this conference, participants will be able to:

- Understand the fundamentals of contract preparation and lifecycle management.
- Draft and negotiate contracts to align with organizational goals.
- Identify and mitigate risks associated with contracts.
- Manage contract performance and ensure compliance.
- Handle contract amendments, disputes, and closeout effectively.

Target Audience:

- Contract Managers.
- Procurement Officers.
- Project Managers.
- Legal Advisors.
- Business Executives involved in contract management.

Conference Outline:

Unit 1:

Fundamentals of Contract Preparation:

- Understanding contract types and their uses.
- Key elements of a well-drafted contract.

- Aligning contract terms with organizational goals.
- Legal considerations in contract drafting.

Unit 2:

Negotiating Contracts Effectively:

- Principles of contract negotiation.
- Identifying negotiation objectives and strategies.
- Techniques for handling tough negotiations.
- Managing conflicting interests and reaching agreements.
- Ensuring alignment between legal and business terms.

Unit 3:

Risk Management in Contracts:

- Identifying risks in contract terms and conditions.
- Allocating risks effectively between parties.
- Developing mitigation strategies for high-risk contracts.
- Handling unforeseen risks during contract execution.
- Case study: Successful risk mitigation in contract management.

Unit 4:

Contract Performance and Compliance Management:

- Monitoring contract performance against deliverables.
- Ensuring compliance with contractual obligations.
- Managing contract amendments and change orders.
- Reporting and documentation requirements.
- Strategies for avoiding contract disputes and performance issues.

Unit 5:

Contract Closeout and Dispute Resolution:

- Steps for effective contract closeout.
- Handling contract disputes: methods and strategies.
- Utilizing mediation, arbitration, and litigation in dispute resolution.
- Ensuring legal and financial closure of contracts.