

€ TRAINING

Essential Skills for Contract Professionals



12 - 16 August 2024
Geneva (Switzerland)



Essential Skills for Contract Professionals

REF: U838 DATE: 12 - 16 August 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

Introduction:

This training program provides crucial knowledge and practical skills necessary for success in the field of contract management. It empowers participants to enhance their capabilities, navigate complex contractual frameworks, and drive positive outcomes for their organizations.

Program Objectives:

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

- Understand the fundamental principles and practices of contract management.
- Develop essential skills for drafting, negotiating, and administering contracts.
- Learn techniques for managing risks, resolving disputes, and ensuring compliance.
- Gain insights into effective communication, stakeholder management, and ethical considerations in contract management.
- Enhance professional proficiency and contribute to organizational success in contract management roles.

Targeted Audience:

- Contract Administrators.
- Procurement Specialists.
- Legal Professionals.
- Project Managers.
- Business Executives.
- Stakeholder Representatives.

Program Outline:

Unit 1:

Fundamentals of Contract Management

- Overview of contract management principles and concepts.

- Roles and responsibilities of contract professionals.
- Contract lifecycle stages and key activities.
- Importance of effective contract management in organizational success.
- Case studies on successful contract management practices.

Unit 2:

Contract Drafting and Negotiation:

- Techniques for drafting clear, concise, and enforceable contracts.
- Strategies for effective negotiation of contract terms and conditions.
- Understanding the needs and interests of contracting parties.
- Key clauses and provisions in contract drafting and negotiation.
- Practical exercises on contract drafting and negotiation.

Unit 3:

Contract Administration and Compliance:

- Procedures for administering contracts throughout the project lifecycle.
- Monitoring contract performance and ensuring compliance with terms.
- Handling variations, changes, and amendments.
- Documenting contract-related communications and activities.
- Discussions on real-world contract administration scenarios.

Unit 4:

Risk Management and Dispute Resolution:

- Identification and assessment of risks in contract management.
- Techniques for managing and mitigating contractual risks.
- Overview of dispute resolution mechanisms in contract management.
- Strategies for resolving conflicts and disputes.
- Case studies on effective risk management and dispute resolution.

Unit 5:

Communication and Stakeholder Management:

- Importance of effective communication in contract management.
- Techniques for clear and concise contract-related communication.
- Engaging and managing stakeholders throughout the contract lifecycle.
- Addressing stakeholder concerns and managing expectations.