The Complete Course on Contracts Management Training

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Riyadh (KSA)



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Why This Course

Effective contract management goes far beyond drafting agreements—it ensures that commitments are delivered, risks are controlled, and business relationships remain strong throughout the contract lifecycle. Poor contract management can lead to disputes, financial losses, and operational inefficiencies.

This intensive 1-week program is designed to equip professionals with practical skills to manage contracts from creation to closeout. It combines legal understanding with real-world application, helping participants handle contracts with confidence, clarity, and strategic insight.

What You'll Learn and Practice

By joining this program, you will:

- Understand the fundamentals of contract law and formation.
- Develop practical skills in drafting and negotiating contracts.
- Manage contract performance and administration effectively.
- Identify and mitigate risks within contractual agreements.
- Apply structured approaches to dispute resolution and contract closure.

The Program Flow

Day 1: Introduction to Contract Management

- Understanding core principles of contract law.
- Exploring different types of contracts and their uses.
- Reviewing the contract lifecycle from start to finish.
- Defining roles and responsibilities in contract management.

Day 2: Contract Creation and Negotiation

- Drafting clear and effective contract clauses.
- Applying negotiation strategies to achieve balanced outcomes.
- Allocating risks appropriately within agreements.
- Considering legal and ethical aspects in contracting.



Day 3: Contract Administration and Performance Management

- Managing contract implementation and execution.
- Monitoring performance against agreed terms.
- Handling changes and contract modifications.
- Strengthening relationships with suppliers and stakeholders.

Day 4: Risk Management and Compliance

- Identifying and assessing contractual risks.
- Monitoring compliance and conducting contract audits.
- Managing financial aspects within contracts.
- Addressing confidentiality and intellectual property concerns.

Day 5: Dispute Resolution and Contract Closeout

- Preventing and managing contractual disputes.
- Handling claims and resolution procedures.
- Managing contract termination and closeout processes.
- Capturing lessons learned for continuous improvement.

Individual Impact

- Strengthen your ability to manage contracts across all stages.
- Improve your drafting and negotiation skills.
- Build confidence in handling risks and resolving disputes.
- Enhance your overall effectiveness in contract management.

Organizational Impact

- Reduce contractual risks and potential disputes.
- Improve compliance and contract performance.
- Strengthen supplier and stakeholder relationships.
- Enhance efficiency and consistency in contract processes.

Training Methodology

This program emphasizes practical learning through:

- Real-world contract management scenarios and case studies.
- Interactive workshops and group discussions.
- Practical drafting and negotiation exercises.
- Tools and templates for immediate application.



Beyond the Course

By the end of this program, participants will be equipped with the knowledge and tools needed to manage contracts effectively.

They will return ready to:

- Draft and negotiate contracts with greater confidence.
- Manage contract performance and compliance.
- Identify and mitigate contractual risks.
- Resolve disputes and close contracts successfully.

This course enables professionals to approach contract management with structure and control—ensuring stronger agreements, reduced risks, and more successful business outcomes.

