XCELERATE TRAINING INSTITUTE

your learning & development partner

CONTRACT MANAGEMENT & LAW

Contract Management

DURATION	LANGUAGE	FORMAT
10 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
4 – 15 Jan 2027	Live online	Online (live)	**€1,800**
8 – 19 Feb 2027	Geneva	Classroom	**€7,200**
12 – 23 Jul 2027	Live online	Online (live)	**€1,800**

Register or ask a question

Online: x8ti.com/course/contract-management/

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Contract Management

Introduction

Master the art of contract management and gain the skills to navigate agreements confidently.
This course by Xcelerate Training Institute equips you to:

- Interpret contracts: Understand key clauses and terms to ensure favorable outcomes.
- Manage risk: Proactively identify and mitigate potential issues.
- Negotiate effectively: Secure the best deals through persuasive communication.
- Ensure legal compliance: Grasp contract law fundamentals and navigate regulations.
- Improve dispute resolution: Develop strategies for efficient conflict resolution.

Target Audience:

- Contract and project managers
- Lawyers, including litigators and in-house counsel
- Engineers, human resource professionals, and other business professionals
- Individuals involved in procurement and supply chain management

Course Benefits:

Organizations:

- Reduced risk: Implement strategies for clear contracts and effective risk management.
- Enhanced protection: Safeguard interests in unforeseen circumstances.
- Improved governance: Establish strong contract management practices.
- Cost savings: Optimize contracts for better value.

Individuals:

- Broader understanding: Gain a comprehensive view of contract management.
- Enhanced communication: Collaborate effectively with stakeholders.
- Career development: Develop valuable negotiation and legal interpretation skills.

Course Structure:

The course follows a "Do-Review-Learn-Apply" model, combining:

- Lectures and presentations
- Interactive group discussions
- Practical case studies and exercises
- Assignments to solidify learned concepts

Course Content:

Planning and Execution

- Pre-contract negotiation strategies
- Contract management process overview
- Contract administration best practices

- Negotiating and managing performance using Service Level Agreements (SLAs)
- Establishing a strong contract management team
- Developing key performance indicators (KPIs) for effective monitoring

Contract Types and Clauses

- Understanding different contract types and their applications
- Identifying potential risks and drafting preventive measures
- Statement of Work (SOW) creation and management
- Change order procedures for contract modifications
- Outsourcing contracts and essential checklists

Intellectual Property Management

- Protection of patents, trademarks, copyrights, and other intellectual property

Principles of Good Contracting

- Importance of contracts in business
- Key steps in contract creation
- Essential elements for a valid contract
- Tendering and contract award process – advantages and pitfalls
- Distinguishing price from value
- Understanding other obligation documents: bonds, guarantees, letters of intent, etc.

Legal Framework

- Basic contract and tort law principles
- Construction industry legal framework and standard forms of contract
- Introduction to Security of Payment (SOP) legislation and claim procedures
- Dispute resolution processes overview, including case studies and practical exercises

Drafting

- Drafting process and structure development
- Defined terms and key contract sections
- Boilerplate provisions and clear language usage

Performance Management

- Negotiating variations to contracts and avoiding legal issues
- Effective use of extension and renewal clauses
- Assessing completion of work against original expectations
- Legalities of contract withdrawal
- Termination procedures and post-termination considerations

Contract Documentation

- Robust record-keeping practices for evidence
- Version control and document security

Termination and Remedies

- Understanding methods for contract discharge (performance, agreement, frustration)

- Recognizing and pursuing various remedies for breach of contract, including damages, injunctions, and specific performance

Dispute Resolution

- Evaluating different dispute resolution methods (litigation, arbitration, mediation)
- Structuring an efficient dispute resolution clause

Copyright and intellectual property
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Registration Form

Contract Management

Preferred dates: ..... Venue or online: .....

Duration: 10 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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info@x8ti.com

Register online
Open the course page