

Training Title:

CONTRACT MANAGEMENT: FROM PRINCIPLES TO ACTION

Training Duration

5 days

Training Dates & Venue

REF	Contract Management: From	5	22 - 26 Sep. 2025	\$5,500	Dubai,
CM089	Principles to Action				UAE

In any of 4 or 5 star hotel. Exact venue will be informed once finalized.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING DESCRIPTION

This course covers the essentials of contract management, focusing on both theoretical principles and practical applications. Participants will learn about:

1. Key Principles of Contract Management: Understanding clarity, legality, mutual benefit, fairness, and risk management in contracts.
2. Contract Lifecycle: Exploring the stages of contract management, from creation and negotiation to execution, performance monitoring, and closure.
3. Actionable Strategies: Implementing best practices like centralized repositories, risk management, performance tracking, and compliance.
4. Technology and Tools: Using modern software solutions for contract lifecycle management (CLM), e-signatures, and contract analytics.
5. Best Practices: Fostering collaboration, automation, and consistency in contract management to enhance efficiency and reduce risks.

COURSE OBJECTIVES

By the end of the course, participants will be able to:

- Understand the key principles of effective contract management.
- Learn to manage contracts throughout their lifecycle, from creation to execution and closure.

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- Develop skills to implement best practices for performance monitoring and compliance.
- Gain proficiency in using technology and tools for contract management automation.
- Apply strategies for managing risks and ensuring mutual benefit in contracts.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of the multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

WHO SHOULD ATTEND?

- Contract Managers
- Legal Professionals
- Procurement and Supply Chain Managers
- Project Managers
- Finance and Compliance Officers
- Business Executives and Consultants

COURSE OUTLINE

Day 1: Introduction and Contract Lifecycle Overview

- Importance of contract management in business
- Key principles of effective contract management
- Stages of the contract lifecycle: creation, execution, and closure

Day 2: Contract Creation and Negotiation

- Pre-contract phase: Planning, drafting, and negotiation

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- Understanding terms, conditions, and obligations
- Strategies for effective contract negotiation

Day 3: Execution and Performance Monitoring

- Signing and implementing contracts
- Tracking performance: KPIs and Service Level Agreements (SLAs)
- Monitoring compliance and managing obligations

Day 4: Technology in Contract Management

- Introduction to Contract Lifecycle Management (CLM) software
- E-signature tools and digital contracts
- Using analytics for performance and risk assessment

Day 5: Risk Mitigation, Dispute Resolution, and Closing

- Risk management strategies and contract clauses
- Dispute resolution mechanisms and best practices
- Finalizing and closing contracts, including amendments and renewals

NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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