Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

Learn the essentials of contract management with us and gain vital skills for your career.

What is Contract Management Training?

Contract Management Training teaches candidates the necessary skills to control contracts effectively and successfully. A wide range of skills and knowledge relating to contract management are learnt and can be widely applied. Contracts are of profound importance in establishing and maintaining positive relationships between companies and organisations so that business goals are accomplished. Candidates will learn the tricky process of interpreting contract language to ensure all risks are minimised and how to get the best out of the contracted partnership. Contract management begins from the beginning of contract writing and continues to oversee the contract, ensuring both parties are fulfilling their promises and sticking to the conditions.

What are the objectives of Contract Management Training?

By the end of the course, you will learn to:

- Understand legal terminology
- Reduce risk in contract delivery
- Maximise value from procurement
- Understand the role of contracting in projects
- Understand the role of contracts in procurement
- Meet contracting process obligation

Who is Contract Management Training for?

This course is suitable for those who are interested in contract management and the skills needed for the negotiating process. This course is also for those who want to better the relationship with their partners. Contract management training is specifically useful for those who are involved in contracting as a career. There are no formal requirements for this training course, although some understanding of contracting may be useful.

What areas will Contract Management training cover?

The contract management training course will teach candidates:

- How significant a contract is
- What obligations should be met
- The correct language to use
- To identify risks and how to minimise risks
- Understanding of procurement

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- The link between contracting and project success

Role and Value of Procurement Contracts:

- Definitions
- Relationships
- Importance

Creation of a Procurement Contract:

- Agreement
- Consideration
- Intent

People and Authority:

- Principals
- Agents
- 3rd Parties
- Privacy

Legal Concepts of Procurement Contracts:

- Framework
- Key Components

Procurement Contract Construction:

- Essential Clauses
- Misrepresentation
- Breach
- Damages
- Exemption clauses

Managing the Procurement Contract:

- Vitiation
- Mistakes
- Misrepresentation
- Discharging a contract

The Procurement Contract in Context:

- Strategy
- Processes
- Options

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Procurement strategy:

- Principles
- Risk
- Costing Models
- Supply Chains
- Intellectual Property Rights

Solicitation:

- Planning
- Source selection
- Administration
- Documentation
- Closure

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Contract Management is a 2-day training course aimed at those looking for greater understanding of contract law and contract management best practice. You will learn how to understand the language of contracts and how to maximise value from your contracts while reducing risk. It would be useful if you are familiar with the contracting process, but this is not required.