

Contracts Management - 1 day (8 hours)

Day 1: Contracts Management Workshop

Session 1: Introduction to Contracts Management

- Overview of Contracts Management
- Importance of Contracts in Business
- Role of Contracts Manager

Session 2: Types of Contracts

- Overview of Different Types of Contracts (e.g., Fixed Price, Cost-Reimbursable, Time and Materials)
- Understanding Contract Structures
- Selection Criteria for Contract Types

Session 3: Key Elements of Contracts

- Essential Components of Contracts
- Terms and Conditions
- Scope of Work

Session 4: Contract Negotiation and Drafting

- Principles of Effective Negotiation
- Strategies for Successful Contract Negotiation
- Drafting Contract Documents

Session 5: Contract Administration

- Roles and Responsibilities of Contract Administrators
- Contract Performance Monitoring
- Change Management Procedures

Session 6: Risk Management in Contracts

- Identifying Contractual Risks
- Mitigation Strategies for Contractual Risks

- Handling Disputes and Claims

Session 7: Legal and Regulatory Aspects

- Overview of Contract Law
- Compliance Requirements
- Case Studies on Legal Issues in Contracts

Session 8: Best Practices and Case Studies

- Industry Best Practices in Contracts Management
- Case Studies Highlighting Successful Contracts Management
- Lessons Learned and Takeaways

This TOC covers essential topics in contracts management, providing participants with a comprehensive understanding of the field over the course of one day. Adjustments can be made based on specific learning objectives or participant backgrounds.