

# **Day 1: Contract Management**

## **Morning Session**

- 1. Introduction to Contract Management**
  - Definition and importance of contract management
  - Key stages of the contract lifecycle
  - Roles and responsibilities in contract management
- 2. Contract Creation and Negotiation**
  - Drafting clear and enforceable contracts
  - Essential elements of a contract (offer, acceptance, consideration, etc.)
  - Negotiation techniques and strategies
  - Common clauses and their implications (indemnity, confidentiality, termination, etc.)

## **Break**

## **Mid-Morning Session**

- 3. Risk Management in Contracts**
  - Identifying and assessing risks
  - Risk mitigation strategies
  - Allocation of risks in contract terms
- 4. Contract Performance and Compliance**
  - Monitoring contract performance
  - Ensuring compliance with contract terms
  - Performance metrics and KPIs
  - Managing changes and amendments

## **Lunch Break**

## **Afternoon Session**

- 5. Contract Administration**
  - Record-keeping and documentation
  - Communication strategies with stakeholders
  - Handling contract modifications and extensions
- 6. Contract Termination and Renewal**
  - Termination clauses and procedures
  - Early termination implications and penalties
  - Renewal and extension processes
  - Best practices for contract closeout

## **Break**

## **Late Afternoon Session**

- 7. Technology in Contract Management**
  - Contract management software tools
  - Benefits of automation

- Implementing technology in contract management processes
- 8. **Case Studies and Group Discussion**
  - Analysis of real-world contract management scenarios
  - Group discussion and problem-solving exercises

## **Day 2: Dispute Resolution**

### **Morning Session**

1. **Introduction to Dispute Resolution**
  - Definition and importance of dispute resolution
  - Types of disputes in contract management
  - Overview of dispute resolution mechanisms (negotiation, mediation, arbitration, litigation)
2. **Negotiation as a Dispute Resolution Tool**
  - Effective negotiation skills and strategies
  - Preparing for negotiation
  - Reaching a mutually beneficial agreement

### **Break**

### **Mid-Morning Session**

3. **Mediation and its Role in Dispute Resolution**
  - Understanding mediation processes
  - Role of the mediator
  - Advantages and disadvantages of mediation
  - Steps in the mediation process
4. **Arbitration: An Alternative to Litigation**
  - Basics of arbitration
  - Arbitration clauses in contracts
  - The arbitration process
  - Pros and cons of arbitration compared to litigation

### **Lunch Break**

### **Afternoon Session**

5. **Litigation: The Last Resort**
  - Overview of the litigation process
  - Legal representation and court procedures
  - Costs and timelines
  - Enforcing court decisions
6. **Dispute Prevention**
  - Proactive strategies to prevent disputes
  - Importance of clear communication and documentation
  - Role of contract management in dispute prevention

### **Break**

## **Late Afternoon Session**

### **7. International Dispute Resolution**

- Handling cross-border contract disputes
- International arbitration
- Jurisdictional issues and enforcement of international awards

### **8. Interactive Role-Playing and Case Studies**

- Role-playing exercises to practice dispute resolution skills
- Group analysis of complex dispute scenarios
- Lessons learned and best practices

## **Conclusion and Wrap-Up**

- Recap of key points from both days
- Q&A session
- Course feedback and evaluation