

Contract Management Across the Full Lifecycle

Duration: 5-Days

Training Overview

This 5-day intensive program provides participants with in-depth knowledge and practical skills to manage contracts effectively throughout their lifecycle. From pre-award planning and contract drafting to negotiation, execution, governance, and dispute resolution, the training emphasizes strategic risk management, compliance, and relationship building to ensure successful contract outcomes.

Learning Objectives

By the end of this program, participants will be able to:

- Understand the complete contract management lifecycle and its key stages.
 - Draft, analyze, and negotiate contracts effectively.
 - Identify and allocate risks strategically.
 - Manage contract performance and compliance post-award.
 - Anticipate and mitigate potential disputes before escalation.
 - Build long-term, trust-based relationships with contracting parties.
-

Day 1: Understanding the Contract Lifecycle and Pre-Award Planning

Key Themes:

- Introduction to Contract Management
 - Definition, scope, and importance of contract management
 - Stages of the contract lifecycle: Pre-award, Award, Post-award
 - Roles and responsibilities of contract managers and stakeholders
- Pre-Award Phase
 - Understanding business needs and contract objectives
 - Market analysis and vendor identification
 - Developing a contract strategy aligned with organizational goals
- Contract Planning and Scoping
 - Statement of Work (SOW) and Terms of Reference (TOR) preparation
 - Budgeting and scheduling considerations
 - Risk identification at the planning stage
- Best Practices and Common Pitfalls in Pre-Award Stage

Activities:

- Case study: Identifying risks and opportunities in pre-award planning
 - Group exercise: Drafting a high-level SOW
-

Day 2: Drafting and Structuring Effective Contracts**Key Themes:**

- Essential Elements of a Valid Contract
 - Offer, acceptance, consideration, and intention
 - Capacity and legality
- Contract Drafting Fundamentals
 - Structuring clear and enforceable clauses
 - Boilerplate clauses and their strategic importance
 - Avoiding ambiguity and redundancy
- Contract Types and Their Applications
 - Fixed-price, cost-reimbursable, time and materials, framework agreements, etc.
- Drafting Key Clauses
 - Deliverables, payment terms, performance standards, confidentiality, termination
- Legal and Ethical Considerations
 - Regulatory compliance and ethical contracting

Activities:

- Practical drafting exercise: Creating a balanced contract template
 - Clause analysis workshop: Spotting gaps and ambiguities in sample contracts
-

Day 3: Negotiation and Risk Allocation**Key Themes:**

- Principles of Contract Negotiation
 - Stages of negotiation and key strategies
 - Understanding positions, interests, and trade-offs
 - Power dynamics and relationship management
- Allocating and Managing Risk

- Identifying risks: financial, operational, legal, reputational
- Risk allocation tools and techniques (e.g., indemnities, warranties, limitations of liability)
- Using insurance and performance bonds
- Negotiating Win-Win Outcomes
 - Collaborative negotiation and long-term partnerships
 - Managing difficult negotiations and deadlocks

Activities:

- Role-play simulation: Buyer–supplier contract negotiation
- Risk allocation exercise: Reviewing contract clauses and assigning responsibilities

Day 4: Post-Award Contract Governance and Performance Management

Key Themes:

- Post-Award Contract Administration
 - Contract implementation and monitoring
 - Performance tracking using KPIs and SLAs
 - Managing amendments, extensions, and variations
- Communication and Relationship Management
 - Stakeholder engagement and reporting
 - Building trust and accountability with contractors
- Compliance and Audit Management
 - Record-keeping, documentation, and audit trails
 - Managing obligations and milestones
- Contract Closeout Procedures
 - Deliverable verification, final payments, lessons learned

Activities:

- Scenario-based exercise: Managing underperformance and contract variation
- KPI design workshop: Developing measurable performance indicators

Day 5: Enforcement, Dispute Avoidance, and Continuous Improvement

Key Themes:

- Contract Enforcement and Legal Remedies
 - Understanding breach of contract and remedies
 - Enforcement mechanisms and legal recourse options
- Dispute Avoidance and Resolution
 - Early identification of disputes
 - Mediation, arbitration, and litigation – pros and cons
 - Drafting dispute resolution clauses effectively
- Lessons Learned and Continuous Improvement
 - Building institutional knowledge from past contracts
 - Digital tools and technologies for contract management
 - Embedding best practices and continuous improvement

Activities:

- Case study: Dispute resolution scenario and root cause analysis
- Group discussion: Designing a continuous improvement framework for contract management