

Contracts: Types, Negotiation & Contract Administration

Learn to structure, negotiate and administer contracts, from selecting contract types to managing risk and legal compliance.

1 Day

8 HOURS A DAY

8

MODULES

24

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of contracts management, including the role of the contracts manager and the different types of contracts such as fixed price, cost-reimbursable and time and materials. It examines the key elements of a contract, including terms and conditions and scope of work, before addressing negotiation principles and contract drafting. It then covers contract administration, performance monitoring and change management, followed by risk identification, mitigation and dispute handling. The course closes with legal and regulatory aspects of contract law and a review of industry best practices and case studies.

WHO THIS COURSE IS FOR

Contract Managers

Contract Administrators

Procurement Professionals

Legal and Compliance Officers

Project Managers

LEARNING OBJECTIVES

- Describe the role and responsibilities of a contracts manager
- Compare contract types such as fixed price and cost-reimbursable
- Identify the essential components of a contract
- Apply effective negotiation strategies to contract drafting
- Explain the roles involved in contract administration
- Analyse contractual risks and mitigation strategies
- Interpret legal and regulatory compliance requirements
- Evaluate best practices through contracts management case studies

8 Modules, 24 Topics

DAY 1 Contracts Management Workshop

01

Introduction to Contracts Management

TOPICS

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

02

Types of Contracts

TOPICS

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

03

Key Elements of Contracts

TOPICS

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

04

Contract Negotiation and Drafting

TOPICS

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

05

Contract Administration

TOPICS

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

06

Risk Management in Contracts

TOPICS

Identifying Contractual Risks · Mitigation Strategies for Contractual Risks · Handling Disputes and Claims

07

Legal and Regulatory Aspects

TOPICS

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

08

Best Practices and Case Studies

TOPICS

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

NOTES

- 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.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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