XCELERATE TRAINING INSTITUTE

your learning & development partner

CONTRACT MANAGEMENT & LAW

Contract Management

DURATION	LANGUAGE	FORMAT
10 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
4 – 15 Jan 2027	Live online	Online (live)	**€1,800**
8 – 19 Feb 2027	Geneva	Classroom	**€7,200**
12 – 23 Jul 2027	Live online	Online (live)	**€1,800**

Register or ask a question

Online: staging.x8ti.com/course/contract-management/

+491631686678 · info@x8ti.com

Contract Management

Introduction

Master the art of contract management and gain the skills to navigate agreements confidently.
This course by Xcelerate Training Institute equips you to:

- Interpret contracts: Understand key clauses and terms to ensure favorable outcomes.
- Manage risk: Proactively identify and mitigate potential issues.
- Negotiate effectively: Secure the best deals through persuasive communication.
- Ensure legal compliance: Grasp contract law fundamentals and navigate regulations.
- Improve dispute resolution: Develop strategies for efficient conflict resolution.

Target Audience:

- Contract and project managers
- Lawyers, including litigators and in-house counsel
- Engineers, human resource professionals, and other business professionals
- Individuals involved in procurement and supply chain management

Course Benefits:

Organizations:

- Reduced risk: Implement strategies for clear contracts and effective risk management.
- Enhanced protection: Safeguard interests in unforeseen circumstances.
- Improved governance: Establish strong contract management practices.
- Cost savings: Optimize contracts for better value.

Individuals:

- Broader understanding: Gain a comprehensive view of contract management.
- Enhanced communication: Collaborate effectively with stakeholders.
- Career development: Develop valuable negotiation and legal interpretation skills.

Course Structure:

The course follows a "Do-Review-Learn-Apply" model, combining:

- Lectures and presentations
- Interactive group discussions
- Practical case studies and exercises
- Assignments to solidify learned concepts

Course Content:

Planning and Execution

- Pre-contract negotiation strategies
- Contract management process overview
- Contract administration best practices

- Negotiating and managing performance using Service Level Agreements (SLAs)
- Establishing a strong contract management team
- Developing key performance indicators (KPIs) for effective monitoring

Contract Types and Clauses

- Understanding different contract types and their applications
- Identifying potential risks and drafting preventive measures
- Statement of Work (SOW) creation and management
- Change order procedures for contract modifications
- Outsourcing contracts and essential checklists

Intellectual Property Management

- Protection of patents, trademarks, copyrights, and other intellectual property

Principles of Good Contracting

- Importance of contracts in business
- Key steps in contract creation
- Essential elements for a valid contract
- Tendering and contract award process – advantages and pitfalls
- Distinguishing price from value
- Understanding other obligation documents: bonds, guarantees, letters of intent, etc.

Legal Framework

- Basic contract and tort law principles
- Construction industry legal framework and standard forms of contract
- Introduction to Security of Payment (SOP) legislation and claim procedures
- Dispute resolution processes overview, including case studies and practical exercises

Drafting

- Drafting process and structure development
- Defined terms and key contract sections
- Boilerplate provisions and clear language usage

Performance Management

- Negotiating variations to contracts and avoiding legal issues
- Effective use of extension and renewal clauses
- Assessing completion of work against original expectations
- Legalities of contract withdrawal
- Termination procedures and post-termination considerations

Contract Documentation

- Robust record-keeping practices for evidence
- Version control and document security

Termination and Remedies

- Understanding methods for contract discharge (performance, agreement, frustration)

- Recognizing and pursuing various remedies for breach of contract, including damages, injunctions, and specific performance

Dispute Resolution

- Evaluating different dispute resolution methods (litigation, arbitration, mediation)
- Structuring an efficient dispute resolution clause

Copyright and intellectual property
This course, "Contract Management", is an original course by Xcelerate Training Institute. All materials, content and structure are the intellectual property of Xcelerate Training Institute. Reproduction, distribution or use of any part of this course without written consent is prohibited.

Registration Form

Contract Management

Preferred dates: ..... Venue or online: .....

Duration: 10 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page