

Mastering Professional Contract Management Excellence

Governance, Risk, & Compliance (GRC)
Geneva (Switzerland)
27 - 31 Oct 2025

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Mastering Professional Contract Management Excellence

Ref: 32096_138457 **Date:** 27 - 31 Oct 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 Euro

Course Description

This comprehensive 5-day course equips participants with the essential skills and knowledge required to excel as professional contract managers. Covering key areas such as negotiation, risk management, legal compliance, and financial analysis, the course provides a solid foundation for managing contracts effectively in various business environments.

Learning Objectives

- Develop advanced negotiation skills for successful contract outcomes
- Understand and apply risk management strategies in contract processes
- Gain proficiency in legal and regulatory compliance aspects of contract management
- Enhance financial analysis skills for effective contract evaluation and decision-making
- Master the use of technology and innovation in modern contract management

Course Modules

Day 1: Foundations of Contract Management

- Introduction to contract management principles
- Contract lifecycle and key stages
- Role and responsibilities of a contract manager
- Best practices in contract administration

Day 2: Advanced Negotiation Techniques

- Negotiation strategies and tactics
- Effective communication in contract negotiations
- Handling difficult negotiations and conflict resolution
- Collaborative negotiation approaches

Day 3: Risk Management and Compliance

- Identifying and assessing contract risks
- Risk mitigation strategies
- Legal and regulatory compliance in contract management
- Ethical considerations in contract management

Day 4: Financial Aspects of Contract Management

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Financial analysis for contract evaluation
- Cost-benefit analysis techniques
- Budgeting and cost management in contracts
- Performance metrics and KPIs in contract management

Day 5: Technology and Innovation in Contract Management

- Contract management software and tools
- Data analytics in contract management
- Automation and AI in contract processes
- Future trends in contract management technology

Practical Wins for Participants

- Develop a comprehensive contract negotiation strategy
- Create a risk assessment and mitigation plan for a sample contract
- Perform a detailed financial analysis of a complex contract
- Design a technology implementation plan for contract management processes

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