

# Contract Management for Non-Contract Professionals

Audit & Quality Assurance  
Düsseldorf (Germany)  
25 - 29 Aug 2025

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A close-up photograph of chess pieces on a checkered board. In the foreground, a large, ornate gold king piece stands prominently. To its left, a smaller silver pawn is visible. Further back, another silver pawn is positioned. The background features concentric circles, creating a sense of depth and focus on the king piece.

## Contract Management for Non-Contract Professionals

**Ref:** 321703\_144332 **Date:** 25 - 29 Aug 2025 **Location:** Düsseldorf (Germany) **Fees:** 4200 Euro

### Course Description

This comprehensive 5-day course equips non-contract professionals with essential skills to effectively manage contracts. Participants will learn the fundamentals of contract creation, negotiation, risk management, and administration. Through practical exercises and case studies, attendees will gain confidence in handling various contract-related challenges in their roles.

### Learning Objectives

- Understand the key elements and lifecycle of contracts
- Develop skills in contract creation, negotiation, and risk assessment
- Learn effective contract administration and performance monitoring techniques
- Gain insights into dispute resolution and contract closure processes
- Apply best practices in contract management to various business scenarios

### Course Modules

#### Day 1: Introduction to Contract Management

- Fundamentals of contracts and their importance
- Contract lifecycle and key stakeholders
- Legal and ethical considerations in contracting
- Types of contracts and their applications

#### Day 2: Contract Creation and Negotiation

- Key components of a contract
- Drafting clear and effective contract language
- Negotiation strategies and techniques
- Managing contract terms and conditions

#### Day 3: Risk Management in Contracts

- Identifying and assessing contractual risks
- Risk allocation and mitigation strategies
- Insurance and indemnification clauses
- Change management and contract modifications

#### Day 4: Contract Administration and Performance Management

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- Establishing effective contract governance
- Monitoring and measuring contract performance
- Managing supplier relationships
- Handling non-compliance and breaches

## **Day 5: Dispute Resolution and Contract Closure**

- Techniques for resolving contractual disputes
- Contract termination and extension processes
- Best practices for contract closeout
- Lessons learned and continuous improvement

## **Practical Wins for Participants**

- Ability to confidently review and manage contracts in their roles
- Skills to negotiate better terms and mitigate risks in agreements
- Techniques to improve supplier performance and relationships
- Strategies to resolve contract-related issues effectively

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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