# Contract Management for Non-Contract Professionals

18 – 22 January 2027
Baku (Azerbaijan)



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## Why This Course

Strong contract management skills are essential even for professionals outside the legal or procurement functions. This intensive 1-week program equips participants with the knowledge and practical tools to handle contracts confidently. Through a combination of theory, practical exercises, and real-world case studies, attendees will learn to create, negotiate, administer, and close contracts effectively while mitigating risks.

## What You'll Learn and Practice

By attending this course, you will be able to:

- Understand the key elements and lifecycle of contracts.
- Develop skills in drafting, negotiating, and managing contracts.
- Apply risk assessment and mitigation strategies in contract management.
- Monitor contract performance and manage supplier relationships effectively.
- Navigate dispute resolution and contract closure with confidence.

## The Program Flow

### 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

- 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

## Individual Impact

Participants will leave this program with:

- Confidence to review, manage, and administer contracts in their roles.
- Skills to negotiate favorable terms and mitigate risks effectively.
- Techniques to enhance supplier performance and strengthen relationships.
- Strategies to resolve contract-related issues efficiently and professionally.

## Organizational Impact

Organizations will benefit from:

- Improved compliance and risk management across contracts.
- Better negotiation outcomes and supplier collaboration.
- More effective administration and performance monitoring of agreements.
- Streamlined dispute resolution and contract closeout processes.



## Training Methodology

- Interactive lectures and hands-on exercises
- Real-world case studies and scenario-based learning
- Group discussions and peer collaboration
- Practical application of contract management best practices

## Beyond the Course

By the end of this 1-week program, participants will be ready to:

- Handle contracts confidently, regardless of prior legal or procurement experience.
- Apply negotiation and risk management techniques to improve outcomes.
- Monitor and manage contract performance efficiently.
- Resolve disputes and close contracts effectively while applying lessons learned.

