Contract Management for Non-Contract Professionals

8 – 12 March 2027
Cape Town (South Africa)



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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.

