Effective Contract Management and Administration Course

21 – 25 December 2026
Barcelona (Spain)

UK Traininig
PARTNER



Effective Contract Management and Administration Course

Ref: 322881_217399 **Date:** 21 – 25 December 2026 **Location:** Barcelona (Spain) **Fees:** 5200 GBP

Course Description

This comprehensive 1-week course equips professionals with the essential skills and knowledge needed for effective contract management and administration. Participants will learn best practices in contract creation, negotiation, implementation, and closeout. The course covers key legal principles, risk management strategies, and practical tools for successful contract oversight.

Learning Objectives

- Understand the fundamentals of contract law and formation
- Develop skills in contract drafting, negotiation, and administration
- Learn techniques for managing contract performance and resolving disputes
- Gain proficiency in risk assessment and mitigation strategies
- Master best practices for contract closeout and lessons learned

Course Modules

Day 1: Foundations of Contract Management

- Introduction to contract law and principles
- Contract formation and key elements
- Types of contracts and their applications
- Contract lifecycle management overview

Day 2: Contract Creation and Negotiation

- Drafting effective contract clauses
- Negotiation strategies and techniques
- Risk allocation and mitigation in contracts
- Managing international and complex contracts

Day 3: Contract Administration and Performance Management

- Contract implementation and kickoff best practices
- Monitoring and measuring contract performance
- Change management and contract modifications
- Documentation and record-keeping requirements



Day 4: Dispute Resolution and Contract Enforcement

- Identifying and managing contractual disputes
- Alternative dispute resolution methods
- Contract termination and remedies
- Legal and financial implications of breach

Day 5: Contract Closeout and Continuous Improvement

- Contract closeout procedures and checklists
- Post-contract review and lessons learned
- Developing a contract management improvement plan
- Emerging trends and technologies in contract management

Practical Wins for Participants

- Ability to create, negotiate, and manage contracts more effectively
- Enhanced skills in risk assessment and mitigation in contractual relationships
- Improved capacity to handle disputes and ensure contract compliance
- Strategies to optimize contract performance and drive business value

