Contract Management and Formulation: Mastering Best Practices

27 September – 1 October 2027
Barcelona (Spain)



Contract Management and Formulation: Mastering Best Practices

Ref: 322904_218494 **Date:** 27 September – 1 October 2027 **Location:** Barcelona (Spain) **Fees:** 5200 GBP

Course Description

This intensive 1-week course provides a comprehensive overview of contract management and formulation. Participants will learn essential skills for drafting, negotiating, and administering contracts effectively. The course covers the entire contract lifecycle, from initial planning to closeout, with a focus on best practices and risk mitigation strategies.

Learning Objectives

- Understand the fundamentals of contract law and formation
- Develop skills in contract drafting and negotiation
- Learn effective contract administration and performance management techniques
- Identify and mitigate contractual risks
- Master strategies for dispute resolution and contract closeout

Course Modules

Day 1: Foundations of Contract Management

- Introduction to contract law and principles
- Contract types and structures
- The contract lifecycle
- Key stakeholders in contract management

Day 2: Contract Formulation and Drafting

- Elements of a well-structured contract
- Drafting clear and enforceable contract clauses
- Common contract terms and conditions
- Risk allocation in contracts

Day 3: Contract Negotiation and Execution

- Negotiation strategies and techniques
- Preparing for contract negotiations
- Handling difficult negotiation scenarios
- Contract execution and signature processes



Day 4: Contract Administration and Performance Management

- Contract monitoring and compliance
- Managing contractor performance
- Change management and contract modifications
- Documentation and record-keeping best practices

Day 5: Dispute Resolution and Contract Closeout

- Identifying and resolving contractual disputes
- Alternative dispute resolution methods
- Contract termination and closeout procedures
- Lessons learned and continuous improvement

Practical Wins for Participants

- Ability to draft clear and enforceable contracts
- Enhanced negotiation skills for better contract outcomes
- Improved contract administration and risk management capabilities
- Strategies for effective dispute resolution and contract closeout

