



External Training Course

Contract Management: Implementation and Monitoring

From 23 Sep. To 27 Sep. 2024
From 14 Oct. To 18 Oct. 2024
From 18 Nov. To 22 Nov. 2024

Hotel Ambit Barcelona, Barcelona, Spain

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Course Description:

This comprehensive training course is designed to equip participants with the essential skills and knowledge to effectively implement and monitor contracts. It covers the entire contract lifecycle from negotiation and drafting to execution, monitoring, and closure. The course emphasizes practical tools and techniques to manage contracts efficiently, ensuring compliance and mitigating risks.

Course Objectives:

- Understand the fundamentals of contract management.
- Learn the processes involved in contract implementation and monitoring.
- Gain skills in drafting and negotiating contracts.
- Develop strategies for effective contract monitoring and compliance.
- Identify and mitigate potential risks in contract management.
- Explore best practices in contract management across various industries.

Training Methodology:

This Contract Management training course will utilise a variety of proven highly interactive adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes facilitated group and individual exercises, case studies and role-play. The instructor will also facilitate learning by encouraging the delegates to test and critically appraise any theories and concepts on the training course.

Course Outline:

Module 1: Introduction to Contract Management

- Definition and Importance of Contract Management.
- Key Elements of a Contract.
- Types of Contracts.
- Roles and Responsibilities in Contract Management.

Module 2: Contract Lifecycle Management

- Stages of Contract Lifecycle.
- Contract Planning and Strategy.
- Contract Drafting and Negotiation.
- Approval and Execution of Contracts.

Module 3: Implementation of Contracts

- Contract Kick-off Meetings.
- Setting Up Contract Management Systems.
- Roles and Responsibilities during Implementation.
- Communication and Documentation.

Module 4: Monitoring and Compliance

- Techniques for Monitoring Contracts.
- Key Performance Indicators (KPIs) and Metrics.
- Ensuring Compliance with Contract Terms.
- Managing Changes and Amendments.
- Handling Disputes and Claims.

Module 5: Risk Management in Contracting

- Identifying Contract Risks.
- Risk Assessment and Mitigation Strategies.
- Managing Contractual Obligations and Liabilities.
- Contingency Planning.

Module 6: Best Practices in Contract Management

- Industry Standards and Best Practices.
- Case Studies and Real-life Examples.
- Tools and Software for Contract Management.
- Continuous Improvement in Contract Management.

Module 7: Course Review and Assessment

- Recap of Key Concepts.
- Group Discussions and Q&A.
- Practical Exercises and Role-Playing.
- Final Assessment and Feedback.