



International Training
Center Paris

TRAINING SCHEDULE



Phone: +33 6 59 26 89 09

E-mail: Info@itcparis.com

Address: 78, Avenue des Champs-Élysées, 75008 Paris

CONTRACT MANAGEMENT TRAINING

Overview:

The Contract Management Training program is designed to provide professionals with the knowledge and skills necessary to effectively manage contracts throughout their lifecycle. The program covers a range of topics, including contract development, negotiation, administration, and closeout.

Objectives:

- Understand the key components of a contract and the contract lifecycle
- Develop effective contract negotiation skills
- Apply best practices for contract administration and management
- Develop strategies for contract closeout and dispute resolution

The training program includes lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world contract management scenarios. By the end of the training program, participants will have the skills and knowledge necessary to effectively manage contracts throughout their lifecycle, negotiate contracts, and resolve disputes.

Targeted Groups:

- Contract managers
- Procurement specialists
- Administrative professionals involved in contract administration
- Legal assistants supporting contract drafting
- Project managers responsible for contract compliance

Planning:

Day 1: Introduction to Contract Management

- Overview of contract management and its importance
- Key components of a contract
- Contract lifecycle and stages

Day 2: Contract Development

- Identifying needs and setting goals for contracts
- Creating and drafting effective contracts
- Evaluating risks and mitigating potential issues in contracts

Day 3: Contract Negotiation

- Strategies for effective contract negotiation
- Tactics for achieving win-win solutions
- Understanding the legal aspects of contract negotiation

Day 4: Contract Administration

- Implementing effective contract management practices
- Monitoring contract compliance and performance
- Addressing issues and disputes during the contract period

Day 5: Contract Closeout and Dispute Resolution

- Strategies for successful contract closeout
- Techniques for resolving contract disputes
- Lessons learned and best practices for future contract management