



# Effective Contract Management

## Duration

1 day

## What is this course about?

No contract will be successful unless it is underpinned by sound contract management and administration. More often than not it is the support team involved in the background of a contract that ensures it is a success. This course will help you to understand how the effective management and administration of a contract can deliver the goals it set out to achieve.

This practical training programme will help delegates to apply a systematic and logical approach to managing and implementing a contract after it has been signed. The course will ensure that you and your team(s) are confident of what is required of you, and all parties involved in the contract, to satisfy the legal obligations laid out in the contract whilst minimising risk and delivering a successful outcome every time.

The course is delivered using an interactive approach with exercises, case scenarios and examples used throughout. There are plenty of opportunities for discussion and questions and answers during the training. All of GA's contracts courses include a discussion on the potential impact of client issues on your contracts

## Who would benefit?

- Project Managers and Executives
- Contract Managers / Engineers
- Purchasing Managers and Executives
- Sales Managers and Executives
- Commercial Managers and Executives



## Objectives

At the end of the course delegates will:

- Understand what makes an effective contract manager
- Understand legal terminology and its commercial implications
- Be able to dramatically reduce the chances of contract pitfalls
- Know how to conduct a thorough risk analysis of contracts
- Understand the legal consequences of their own actions
- Be able to negotiate more effectively
- Recognise the contribution that good contract administration can deliver
- Minimise contractual risk throughout the contract
- Manage change during the contract from a risk and legal perspective

## Course Outline

### 1. Effective Contract Management

- Company objectives
- Commercial awareness
- Commercial management
- Getting the “soft side” right – relationship building
- Vital skills and expertise
- Deciding the right priorities including who to contract with

### 2. Understanding the legal environment

- Basic legal principles
- Heads of Agreement and letters of intent
- Non-disclosure agreements
- Signing the contract
- Enquiries and tenders
- Statute law affecting contracts
- Defects, negligence and lateness



### **3. Effective Negotiation Techniques**

- Using real-life examples provided by attendees

### **4. Risks, rules and relationships**

- Risk analysis
- Managing change during the operation of the contract
- Political, environmental and physical factors
- Financial and technical risks
- Pre-contract risk planning
- Post-contract risk management
- Off-loading or sharing risk
- Artificial Intelligence and risk

### **5. Effective administration techniques**

- What is the purpose of the contracts function?
- The extent of its involvement; what is needed?
- The culture of the enterprise
- Terms of reference
- Early warning systems
- Some maxims of contract administration
- Post mortems
- Getting known and respected

### **6. Conclusion and summary**

- Summary of best practice in contract management and administration
- Applying the learning from the day
- Questions and answers