

**Course Overview:**

This course is essential for professionals beginning their journey in contract management. It provides a comprehensive understanding of contract lifecycle stages—preparation, negotiation, execution, and closure—within the corporate environment. The training equips participants with foundational skills necessary to manage contracts effectively, ensuring legal compliance, minimizing risk, and fostering strong stakeholder relationships.

**Course Objective:**

- Understand the complete contract lifecycle and its stages
- Develop skills to draft, negotiate, and manage contract terms
- Identify and mitigate legal and risk issues in contracts
- Enhance communication and relationship management with stakeholders
- Execute and close contracts in alignment with organizational goals

**Course Outline:**

1. Introduction to Contract Management
  - Overview of Contract Management
  - Contract Management Lifecycle
  - Roles and Responsibilities in Contract Management
2. Contract Preparation and Formation
  - Drafting Contract Terms
  - Understanding Contractual Obligations
  - Effective Contract Clauses
3. Negotiation Techniques
  - Principles of Effective Negotiation
  - Negotiating Contract Terms
  - Dealing with Difficult Negotiations
4. Execution and Monitoring of Contracts
  - Implementing Contracts
  - Monitoring Contract Performance
  - Managing Changes and Modifications
5. Legal Considerations in Contract Management
  - Understanding Contract Law
  - Compliance and Regulatory Issues
  - Intellectual Property and Confidentiality
6. Risk Management in Contracts
  - Identifying Contract Risks
  - Mitigating Risk
  - Dealing with Breaches and Disputes
7. Communication and Relationship Management
  - Effective Communication in Contract Management
  - Building Relationships with Stakeholders
  - Conflict Resolution
8. Closure and Evaluation of Contracts
  - Completing Contract Obligations

**Training Language:**

EN

**Training Methodology:**

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

**Venue | Date | Fees**

Riyadh | 31-08-2025 | 17,250 SAR

- Contract Termination Procedures
- Post-Contract Evaluation and Lessons Learned

**Who Should Attend:**

- Aspiring contract managers
- Procurement and purchasing staff
- Legal assistants
- Business professionals involved in contract handling