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CONTRACTS MANAGEMENT | CM-010

Contracts Management Specialist

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands

Course content

Why Attend

Course Introduction

This Contracts Management Specialist training course is designed to help contracts professionals manage the growing complexity of international commercial and business relationships.

As global trade becomes increasingly intricate, it is essential for all business professionals to understand the requirements and obligations outlined in a contract, as well as the potential consequences of any failures by either party.

The training course aims to provide participants with the knowledge needed to navigate these challenges effectively.

This training course will feature:

• The Differences in Approach Between Different Legal and Contracting Systems

• Risk Allocation in Contract Management and Dispute Resolution in Contractual Disputes

• Contracting in an International Context

• Protecting Your Company's Interests

• An Understanding of Contracting in the English Language

Course Methodology

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented.

This includes high levels of participant discussion, group interaction, delegate group exercises and case studies.

Materials include existing contemporary English language contracts in many jurisdictions.

Delegates will be encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis.

Who should Attend?

Course content

Course Methodology

This training course will benefit all levels of personnel engaged in Contract Management, Negotiation, Procurement, Operations, and Disputes.

This training course is suitable to a wide range of contracts professionals but will greatly benefit:

• Contract Administrators, Contract Professionals and Project Coordinators

• Specifiers, Buyers, Purchasing Professionals and Procurement Officers

• Contracts Managers

• Project Managers

• Engineers or Contracts Operatives

Course Objectives

By the end of this training course, participants will be able to:

• Improve Their Understanding of the Role of Contracts Within a Business

• Develop More Confidence in Dealing with Contracting Issues

• Understand How Strategies Can Be Developed to Improve the Commercial Outcomes

• Apply the Latest International Thinking in Dispute Resolution

• Increase Awareness of the Use of Contracts in Everyday Business Life

Course outline

Day One: What are Contracts and How are They Created?

• The Need for Contractual Relationships

• What is Needed to Create a Valid Contract? Ingredients and Formalities

• Authority and Agency

Course content

Course outline

- The Tender Process
- Alternative Sourcing
- Making Contracts Enforceable – With Particular Emphasis on the International Context

Day Two: The Structure of Contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different Contractual Structures – Traditional and New
- Risk and Title (Ownership) in International Trade. When Does it Transfer?
- Notices and Other Formalities
- Which Law and Which Courts?

Day Three: Collateral Documents

- Securitising Performance Obligations
- Bonds and Guarantees
- Parent Company Guarantees
- Letters of Intent, Comfort or Awareness
- Insurance Policies
- Assessing the Need for Financial Security

Day Four: Change and Variation

- Changes to Contract Documents
- Assignment / Novation Explained and Distinguished
- Variation Clauses and Changes to the Scope of Work

Course content

Course outline

- Claims – What They Are, and How They Arise
- Delay and Disruption
- Force Majeure

Day Five: Resolving Disputes

- Conflict Avoidance and Tiered Dispute Resolution Clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and New Best Practices in Dispute Resolution and Management
- Final Questions and Review of Course

Seminar dates

Available seminar dates

Live dates and pricing for Contracts Management Specialist generated from the course details page.

Date	Location	Format	Fee
3 - 7 August 2026	Rome - Italy	Classroom	**€4,250.-**
7 - 11 September 2026	Munich - Germany	Classroom	**€3,450.-**
12 - 16 October 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
9 - 13 November 2026	London - U.K	Classroom	**€4,200.-**
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**

Live online option	Online delivery is available at €1,850.-.