



*Training Course:  
Contract Management: From Principles to Action*

*16 - 20 November 2026  
Kuala Lumpur (Malaysia)*

## Training Course: Contract Management: From Principles to Action

Training Course code: PC236436 From: 16 - 20 November 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 5775 € Euro

### Introduction

Effective contract management is essential for ensuring that organizations achieve value, minimize risk, and maintain strong relationships with suppliers, contractors, and stakeholders. Contracts govern critical business transactions, and managing them efficiently requires both legal understanding and practical management skills.

The Contract Management: From Principles to Action training program is designed to equip professionals with the knowledge and practical tools required to manage contracts throughout their lifecycle—from planning and drafting to negotiation, execution, monitoring, and closure. Participants will learn how to translate contract principles into actionable practices that improve performance, reduce disputes, and enhance organizational outcomes.

This training program is designed by Global Horizon Training Center to provide participants with a practical, structured, and interactive learning experience combining international best practices, real-world case studies, and hands-on exercises.

### Objectives

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

- Understand the fundamental principles of contract management.
- Identify the key stages of the contract lifecycle.
- Develop effective contract drafting and negotiation strategies.
- Recognize and mitigate contractual risks.
- Monitor contract performance and ensure compliance.
- Manage relationships with suppliers and contractors effectively.
- Handle contract variations, claims, and dispute resolution.
- Apply practical tools to manage contracts efficiently within their organizations.

### Target Audience

This program is designed for professionals involved in contracts, procurement, and project management, including:

- Contract Managers and Contract Administrators

- Procurement and Supply Chain Professionals
- Project Managers and Project Coordinators
- Legal and Compliance Officers
- Finance and Commercial Managers
- Vendor and Supplier Management Professionals
- Government and public sector officers managing contracts

## Outlines

### Day 1: Foundations of Contract Management

- Introduction to Contract Management
- Importance of effective contract management in modern organizations
- Key principles of contracts and legal foundations
- Elements of a legally binding contract
- Overview of the contract lifecycle
- Roles and responsibilities in contract management
- Contract governance and accountability
- Common challenges in contract management
- Case Study: Contract management failures and lessons learned

### Day 2: Contract Planning and Drafting

- Pre-contract planning and strategy development
- Defining scope of work and technical specifications
- Structuring contract terms and conditions
- Key contract clauses and their importance
- Risk allocation in contracts
- Payment terms and performance metrics
- Compliance and regulatory considerations

- Drafting clear and effective contract language

#### Day 3: Contract Negotiation and Risk Management

- Principles of effective contract negotiation
- Preparing for contract negotiations
- Negotiation strategies and tactics
- Managing stakeholders during negotiations
- Identifying and managing contractual risks
- Risk assessment tools and techniques
- Contractual risk allocation and mitigation strategies
- Ethical considerations in negotiations
- Role Play Exercise: Contract negotiation simulation

#### Day 4: Contract Implementation and Performance Management

- Contract execution and implementation processes
- Monitoring contract performance
- Key Performance Indicators KPIs in contracts
- Managing supplier and contractor relationships
- Contract administration and documentation
- Managing contract changes and variations
- Handling claims and contract modifications
- Communication and reporting in contract management
- Case Study: Managing contract performance challenges

#### Day 5: Contract Disputes, Compliance, and Best Practices

- Common causes of contract disputes
- Contract dispute resolution mechanisms
- Mediation, arbitration, and litigation overview

- Managing claims and conflict situations
- Contract compliance and audit processes
- Lessons learned and continuous improvement
- Best practices in contract lifecycle management
- Digital tools and systems for contract management
- Final Workshop: Developing a contract management action plan

## Registration form on the Training Course: Contract Management: From Principles to Action

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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Egypt.