



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

*30 November - 4 December 2026
Madrid (Spain)*

Training Course: Contract Management: From Principles to Action

Training Course code: PC236436 From: 30 November - 4 December 2026 Venue: Madrid (Spain) - 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.

Course Methodology

The program uses an interactive and practical training approach including:

- Expert-led presentations and guided discussions
- Real-world case studies and examples

- Group exercises and workshops
- Contract analysis and drafting simulations
- Negotiation role-play scenarios
- Practical tools and templates for contract management
- Participant experience sharing and problem-solving sessions

Organizational Impact

Organizations whose employees attend this program will benefit from:

- Improved contract negotiation outcomes
- Reduced legal and financial risks in contracts
- Better supplier and contractor management
- Increased compliance with contractual obligations
- More efficient contract monitoring and reporting
- Stronger alignment between contract terms and organizational goals
- Reduced disputes and improved contract performance

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

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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