



*Training Course:
Contracts Management Specialist*

*24 - 28 August 2026
Madrid (Spain)*

Training Course: Contracts Management Specialist

Training Course code: PC236508 From: 24 - 28 August 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

Effective contract management is crucial for ensuring that organizational agreements deliver value while mitigating risk. The **Contracts Management Specialist** program by Global Horizon Training Center equips participants with advanced knowledge and practical skills to manage contracts strategically, navigate legal frameworks, optimize supplier relationships, and prevent disputes. The program combines real-world case studies, interactive exercises, and strategic insights to prepare professionals for decision-making roles in contract administration, procurement, and compliance.

Objectives

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

- Understand contract lifecycle management from initiation to closure.
- Draft, review, and negotiate contracts to minimize risk and maximize value.
- Apply legal, ethical, and regulatory considerations in contract decisions.
- Develop strategies to manage supplier relationships and performance.
- Identify, mitigate, and resolve contract disputes effectively.
- Integrate contracts into strategic business and operational planning.

Target Audience

- Contract Managers and Officers
- Legal Advisors involved in contract administration
- Procurement and Supply Chain Professionals
- Project Managers responsible for vendor contracts
- Professionals aiming for strategic roles in contract management

Outlines

Day 1:

Fundamentals of Contract Management

- Overview of contracts and their business significance
- Contract lifecycle and key phases
- Types of contracts and standard clauses
- Legal and ethical considerations
- Workshop: Analyzing contract templates

Day 2:

Drafting and Negotiation Techniques

- Drafting clear and enforceable contracts
- Negotiation strategies for value creation
- Red-flag clauses and risk mitigation
- Workshop: Drafting key clauses

Day 3:

Supplier Management and Performance

- Strategic supplier selection
- Monitoring and evaluating supplier performance
- Relationship management and conflict prevention
- Case Study: Supplier contract success and failure stories

Day 4:

Risk Management and Dispute Resolution

- Identifying contractual risks
- Mitigation strategies and risk-sharing mechanisms
- Handling claims and disputes
- Mediation and alternative dispute resolution techniques
- Workshop: Managing a contract dispute scenario

Day 5:

Advanced Contract Strategies

- Integrating contracts into strategic business planning
- Digital tools and contract management systems
- Continuous improvement and compliance audits
- Final assessment and action plan development
- Open discussion and Q&A

Registration form on the Training Course: Contracts Management Specialist

Training Course code: PC236508 From: 24 - 28 August 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

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
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

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

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.