

Introduction to Contract Management - ONLINE

Level: Introduction

Description

Every day we deal with dozens or even hundreds of contracts. Whilst not every contract is a commercial contract, many of the principles that apply to contracts and their management also cross over to consumer contracts.

This program will provide an introduction to contracts and contract management.

Who should attend

Officers such as administrative staff, project leaders, and senior decision makers and procurement officers who have a requirement to manage contracts.

Learning Outcomes:

By the end of this course you will be able to:

- Define a contract and understand the importance of knowing the parties
- Understand the building blocks of contracts
- Identify the key elements involved in contract formation
- Demonstrate an understanding of common contract terms and conditions
- Identify potential contractual issues
- Identify and manage variations
- Identify key contract risks
- Finalise contracts
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Course Content

9 videos – 8.0 hours of learning.

- Module 1: Introduction
- Module 2: Building Blocks of Contracts
- Module 3: Common Terms and Conditions
- Module 4: The Contract Manager
- Module 5: Contract Risks
- Module 6: Contract Administration
- Module 7: Finalising the Contract
- Module 8: Summary