



# دورة تدريبية شاملة في صياغة و إدارة العقود و فن التفاوض مع الهتعاقدین



## دورة تدريبية شاملة في صياغة و إدارة العقود و فن التفاوض مع المتعاقدين

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### Course Overview:

In today's fast-paced and highly regulated business environment, mastering contract management training is a critical skill for professionals across various industries. From Drafting to Negotiation: A Course in Contract Management is a 10-day intensive program designed to provide participants with a comprehensive understanding of contract lifecycle management, contract drafting techniques, and negotiation strategies for contracts.

This course will cover key elements such as contract law fundamentals, commercial contract drafting, contract risk management, and contract dispute resolution. Participants will gain hands-on experience in drafting legal contracts, managing procurement contracts, and negotiating contract terms. The program will also provide insights into corporate contract management, contract compliance management, and government contract management.

Additionally, this course integrates advanced legal drafting concepts and smart contract development, preparing professionals for the future of contract governance. By the end of the program, participants will be proficient in contract structuring, performance management, and risk mitigation.

With a focus on real-world case studies, interactive workshops, and expert-led discussions, this training ensures that professionals are equipped with contract manager certification-level knowledge to enhance their careers and add value to their organizations.

### Target Audience

This course is tailored for professionals involved in contract creation, negotiation, and administration, including:

- Contract Managers
- Legal Professionals
- Procurement Officers
- Business Executives & Entrepreneurs
- IT Professionals & Smart Contract Developers

### Targeted Organizational Departments

The following departments will greatly benefit from this training:

- Legal
- Procurement
- Finance
- IT
- Corporate Management

## Targeted Industries

This course is relevant to professionals from diverse industries, including:

- Legal Services
- Technology & IT
- Manufacturing & Supply Chain
- Financial Services.
- Construction & Infrastructures

## Course Offerings

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

- Master contract drafting techniques - Ensuring clarity, enforceability, and legal compliance.
- Apply effective contract negotiation skills - Using strategic contract negotiation tactics.
- Mitigate contractual risks - Implementing contract risk assessment and compliance strategies.
- Understand contract dispute resolution - Exploring arbitration, litigation, and mediation methods.
- Navigate contract lifecycle management - Handling contract formation, execution, and renewal.
- Utilize smart contracts and automation - Leveraging technology for efficient contract execution.

## Training Methodology

This training uses an interactive, hands-on learning approach to enhance participant engagement:

- Case Studies - Analyzing real-world contract risk management scenarios.
- Role-Playing Exercises - Simulating business contract negotiation sessions.
- Discussions - Enhancing collaboration in commercial contract drafting.
- Expert Feedback Sessions - Providing contract law training course insights.
- Practical Drafting Exercises - Developing effective contract structuring techniques.

## Course Toolbox

Participants will receive:

- A comprehensive ebook - Covering essential contract management training topics.
- Contract drafting templates - Ensuring structured and professional legal agreements.
- Contract compliance management checklists - Simplifying contract governance processes.

## Course Agenda

## Day 1: Foundations of Contract Management

- Introduction to Contract Lifecycle Management Topic 1: •
- Key Principles of Contract Law and Enforcement Topic 2: •
- Overview of Business Contract Negotiation Strategies Topic 3: •
- Procurement and Contract Management Fundamentals Topic 4: •
- Understanding Risk Management in Contracts Topic 5: •
- Case Study - Commercial Contract Drafting Best Practices Topic 6: •
- Key Takeaways from Day 1 Reflection & Review: •

## Day 2: Contract Drafting Techniques and Best Practices

- Principles of Effective Contract Drafting Topic 1: •
- Drafting Key Contractual Clauses Topic 2: •
- Risk Mitigation in Contract Drafting Topic 3: •
- Compliance and Regulatory Considerations Topic 4: •
- Commercial Contract Drafting for Business Success Topic 5: •
- Smart Contracts and Automation in Contract Management Topic 6: •
- Evaluating Sample Contract Structures Reflection & Review: •

## Day 3: Negotiation Strategies for Successful Contracts

- Fundamentals of Contract Negotiation Topic 1: •
- Key Negotiation Tactics and Strategies Topic 2: •
- Psychological Aspects of Contract Negotiations Topic 3: •
- Managing Contract Negotiation Risks Topic 4: •
- International and Cross-Border Contract Negotiations Topic 5: •
- Ethical and Cultural Considerations in Negotiations Topic 6: •
- Role-Playing Negotiation Scenarios Reflection & Review: •

## Day 4: Managing Risk, Performance, and Disputes

- Identifying and Assessing Contract Risks Topic 1: •
- Contract Performance Management and Monitoring Topic 2: •
- Contract Dispute Resolution Strategies Topic 3: •
- Contract Variations and Amendments Topic 4: •
- Managing Breach of Contract and Legal Remedies Topic 5: •
- Termination and Renewal Considerations Topic 6: •
- Case Study Analysis on Risk Mitigation Reflection & Review: •

## Day 5: Advanced Contract Management and Strategic Insights

- The Future of Contract Management Topic 1: •
- Drafting High-Value and Government Contracts Topic 2: •
- Corporate Contract Governance Topic 3: •
- Managing Supplier and Partner Relationships Topic 4: •
- Developing a Professional Career in Contract Management Topic 5: •
- Best Practices for Contract Execution and Closure Topic 6: •
- Course Summary and Career Planning Reflection & Review: •

## Day 6: Financial and Risk Aspects of Contracts

- Understanding Financial Terms in Contracts Topic 1: •
- Budgeting and Cost Control in Contract Execution Topic 2: •
- Financial Risks and Liability in Contract Agreements Topic 3: •
- Payment Structures and Revenue Recognition Topic 4: •
- Ensuring Compliance with Financial Regulations Topic 5: •
- Case Study on Contract Financial Failures Topic 6: •
- Financial Risk Evaluation and Lessons Learned Reflection & Review: •

## Day 7: Procurement and Supplier Contracts

- Supplier Selection and Evaluation Topic 1: •
- Service Level Agreements SLAs and Performance Monitoring Topic 2: •
- Ethical Procurement and Compliance Standards Topic 3: •
- Contractual Obligations in Procurement Deals Topic 4: •
- Managing Disputes in Supplier Contracts Topic 5: •
- Case Study on Procurement Failures and Lessons Learned Topic 6: •
- Supplier Relationship Management Best Practices Reflection & Review: •

## Day 8: Contract Compliance and Auditing

- Regulatory Compliance in Contracts Topic 1: •
- Data Protection and Confidentiality Agreements Topic 2: •
- Contract Auditing Best Practices Topic 3: •
- Government and Public Sector Contracting Topic 4: •
- Managing Breach of Compliance Topic 5: •
- Case Study on Regulatory Non-Compliance Topic 6: •
- Ensuring Long-Term Contract Compliance Reflection & Review: •



## Day 9: Dispute Resolution and Enforcement

- Types of Contract Disputes and Their Causes Topic 1: •
- Alternative Dispute Resolution ADR Methods: Mediation, Arbitration, and Negotiation Topic 2: •
- Litigation in Contract Enforcement - When to Escalate Legal Action Topic 3: •
- Strategies for Avoiding Contract Disputes Topic 4: •
- Understanding Contract Breach Consequences and Legal Remedies Topic 5: •
- Case Study on High-Stakes Contract Disputes Topic 6: •
- Best Practices in Contract Dispute Resolution Reflection & Review: •

## Day 10: Mastering Contract Execution and Renewal

- Post-Negotiation Steps and Contract Implementation Topic 1: •
- Change Management in Contract Execution Topic 2: •
- Ensuring Compliance Throughout the Contract Lifecycle Topic 3: •
- Measuring Contract Success: KPIs and Performance Metrics Topic 4: •
- Building an Effective Contract Management Team Topic 5: •
- The Future of Contract Management: Digital Transformation and AI Topic 6: •
- Final Course Review and Professional Development Plan Reflection & Review: •

## FAQ

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

There are no formal prerequisites for this course. However, a basic understanding of contract management principles, procurement processes, or contract law fundamentals will be beneficial.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is structured to last approximately 5 hours, including interactive activities, case studies, and discussions. The total course duration spans 10 days, with approximately 50 hours of instruction.

What are the most common challenges in contract negotiation and how does this course address them?

One of the most common challenges in contract negotiation is balancing risk allocation between parties while ensuring compliance with legal and financial requirements. This course provides practical techniques for identifying negotiation pitfalls, managing risk, and implementing contract drafting best practices to achieve successful outcomes.

How This Course is Different from Other Contract Management Courses

**comprehensive and practical** Unlike other contract management training programs, this course provides a to contract drafting, negotiation, execution, and enforcement. It goes beyond theoretical knowledge to **approach** equip professionals with hands-on skills for real-world contract management scenarios.

Participants will analyze actual contract disputes and learn how to resolve them **Real-World Case Studies:** •  
effectively.

Role-playing activities help participants develop winning negotiation strategies. **Negotiation Simulation:** •

Covers techniques for identifying and mitigating contract-related risks. **Risk Management Focus:** •

Provides insight into the future of contract management with digital **Integration of Smart Contracts:** •  
transformation, blockchain, and automation.

-By combining legal, financial, and procurement insights, this course prepares participants for success in high stakes contract negotiations and management.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السيبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شهر الشيخ - هصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنجبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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