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Course Name

Contract Management for Non-Contract Professionals

Sector Name

Project & Contract Management

Document Type

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Contract Management for Non-Contract Professionals

Course Introduction

Many professionals are required to work with contracts as part of their daily responsibilities, even though contract management is not their primary specialization. Whether involved in projects, operations, procurement, finance, or service delivery, non-contract professionals frequently make decisions that carry contractual, financial, and risk implications.

The Contract Management for Non-Contract Professionals course is designed for individuals who interact with contracts but do not have formal legal or contract management backgrounds.

Within **BOOST**, this program focuses on building practical contract awareness and confidence, enabling participants to understand contractual obligations, manage contracts responsibly, and avoid common contractual risks.

The course emphasizes a practical, non-legal approach to contract management. Participants learn how contracts work, what key clauses mean in practice, and how to manage contracts effectively throughout their lifecycle—from understanding obligations and

managing changes to handling performance issues and contract closure.

By focusing on real-world application and clear explanations, this program equips non-contract professionals with the knowledge and skills needed to work safely and effectively with contracts, support compliance, and contribute to successful contractual outcomes.

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Contract Management for Non-Contract Professionals

Target Audience

- Project managers and project team members
- Operations and service delivery professionals
- Technical and engineering staff
- Finance and budgeting professionals
- Procurement and supplier coordination staff
- Administrators and supervisors
- Public and private sector employees involved in contract execution

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Learning Objectives

- ✓ Understand the purpose and structure of business contracts
- ✓ Identify key contractual obligations and responsibilities
- ✓ Interpret common contract clauses without legal complexity
- ✓ Manage contracts during execution and delivery phases
- ✓ Recognize contractual risks and how to mitigate them
- ✓ Handle contract changes, variations, and issues effectively
- ✓ Communicate confidently with legal, procurement, and vendors
- ✓ Support compliant and effective contract management practices

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Course Outline

✓ DAY 1

Understanding Contracts in the Workplace

- ✓ What contracts are and why they matter
- ✓ Role of contracts in daily work activities
- ✓ Contract lifecycle overview
- ✓ Key stakeholders in contract management
- ✓ Common contract terminology explained simply
- ✓ Typical contract-related challenges for non-specialists

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Course Outline

✓ DAY 2

Key Contract Clauses and Obligations

- ✓ Scope of work and deliverables
- ✓ Roles, responsibilities, and authority
- ✓ Time, cost, and payment clauses
- ✓ Performance standards and service levels
- ✓ Risk allocation and liability concepts
- ✓ Understanding what can go wrong in contracts

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Course Outline

✓ DAY 3

Managing Contracts During Execution

- Monitoring contract performance
- Managing deliverables and milestones
- Communication and documentation practices
- Managing variations and changes
- Handling delays, non-performance, and disputes
- Working with vendors and internal stakeholders

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Course Outline

✓ DAY 4

Risk, Compliance, and Problem Management

- ✓ Identifying common contract risks
- ✓ Managing financial and operational exposure
- ✓ Contract compliance and governance
- ✓ Handling issues, claims, and disagreements
- ✓ Escalation and documentation best practices
- ✓ Avoiding disputes through proactive management

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Course Outline

✓ DAY 5

Closing Contracts and Improving Practice

- ✓ Contract completion and close-out activities
- ✓ Managing renewals, extensions, and termination
- ✓ Lessons learned and continuous improvement
- ✓ Working effectively with legal and procurement teams
- ✓ Applying contract awareness in daily decision-making
- ✓ Developing a personal contract management action plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	Spain , Madrid
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Dubai
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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