MERCURY

Contract Management Fundamentals and Practice Course

12 – 16 September 2027
Kuala Lumpur (Malaysia)



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Contract Management Fundamentals and Practice Course

Ref: 4013_266553 **Date:** 12 – 16 September 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Contract Management Fundamentals and Practice Course is a one-week, foundation-level course for staff who are starting to handle contracts and need the core concepts and habits. It covers how contracts are formed and structured, the security documents behind them, how change is handled and how disputes are avoided. You leave with a Contract Starter Toolkit for your daily work. Mercury Training Center runs this course for new contract staff.

About This Course

People moving into contract roles often learn by copying old files, so they miss authority limits, sign letters of intent without knowing what they commit to, or accept changes without paperwork. To follow the course you should already support purchasing, projects or supplier relationships. You practice on sample contracts and short cases.

Who It Is For

- People who have recently taken on contract administration duties
- People who buy goods or services and prepare purchase documents
- People who coordinate projects that depend on supplier or contractor agreements
- People who write specifications and must understand how they become obligations
- People in technical roles who sign or manage service agreements on site

This course is not for experienced contract managers who handle claims and closeout every week, who are better served by an advanced contract management course, or for lawyers who draft agreements, who are better served by a specialist legal drafting course.

Competencies You Will Build

- Contract formation awareness: checks that offer, acceptance, authority and formalities are in place before signature.
- Structure reading: finds the governing terms, priority order and key notices in any agreement.
- Security document use: knows when to ask for a bond, guarantee or insurance and what each covers.
- Change control: records variations, assignments and novations in the right form.
- Basic negotiation: prepares and holds a negotiation on scope or price changes.
- Dispute avoidance: raises issues early and follows the agreed escalation route.

What You Will Be Able to Do

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

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- From a draft agreement, confirm that the signatory has authority and that formalities are met.
- Given a set of contract documents, list the order of precedence and the governing law.
- Using a contract risk register, record the main risks of a new agreement and their owners.
- Given a supplier's change request, decide whether it is a variation and draft the instruction.
- From a delay scenario, judge whether force majeure applies and what notice is due.
- Using a tiered escalation clause, choose the next step in a disagreement.

Course Content

Day 1: How Contracts Are Formed

- Why Businesses Need Contracts and How They Are Used Daily
- Valid Contract Essentials: Offer, Acceptance and Formalities
- Delegation of Authority and Agency When Signing
- Tender Process Basics and Alternative Sourcing
- Enforceability of Contracts Across Borders

Day 2: Reading a Contract's Structure

- Form of Agreement and Hierarchy of Terms and Conditions
- Traditional and Newer Contract Structures
- Risk and Title Transfer Points in International Trade
- Notices and Other Formalities
- Governing Law and Jurisdiction Choices

Day 3: Security Documents and Risk Tools

- Bonds and Guarantees for Performance
- Parent Company Guarantees
- Letters of Intent, Comfort and Awareness
- Insurance Requirements and Financial Security Checks
- Contract Risk Register for a New Agreement

Day 4: Handling Change and Claims

- Modification of Contract Documents
- Assignment Versus Novation
- Variation Clauses and Scope Changes
- Claims, Delay and Disruption Basics
- Force Majeure Situations and Notices

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Day 5: Negotiation and Dispute Practice

- Exercise: Conflict Avoidance and Tiered Escalation Clauses
- Exercise: Negotiating a Variation With a Supplier
- Exercise: Choosing Between Litigation, Arbitration, Mediation and Early Neutral Evaluation
- Exercise: Reviewing a Sample Agreement Against the Starter Checklist
- Completing Your Contract Starter Toolkit

Case Studies and Exercises

The following are suggested activities.

- Case study: A facilities services provider starts work on a letter of intent that never becomes a contract; you decide what the parties are bound to.
- Case study: A construction subcontractor asks to transfer its contract to a sister company; you decide between assignment and novation.
- Exercise: An IT supplier requests extra fees for added users; you produce a variation instruction.
- Exercise: A medical supplies delivery is held up by a port closure; you produce a force majeure notice review.

What You Take Back

The Contract Starter Toolkit is a set of checklists and templates you complete across the one week with your own documents. In your first month back, use it to check every new agreement before signature and to log changes on the contracts you already manage.

- A pre-signature checklist for authority, formalities and security documents
- A contract risk register template
- A variation and change log
- An escalation and notice guide

Quick Answers FAQ

What should I know before a contract management fundamentals course?

You only need some contact with purchasing, projects or supplier work. No legal training is required; the course explains each concept with sample documents before you apply it.

How does a contract management fundamentals course differ from an advanced contract management course?

The fundamentals course builds the core: formation, structure, security documents, change and dispute avoidance. An advanced course assumes this base and goes deeper into award, performance measurement, claims and closeout across large projects.

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What is the difference between assignment and novation in contract management?

Assignment transfers the benefit of a contract, such as the right to payment, while the original party stays liable. Novation replaces a party entirely and needs the consent of all parties.

What do I take back from a contract management fundamentals course?

You take back the Contract Starter Toolkit, completed with your own documents. It holds a pre-signature checklist, a risk register template, a change log and an escalation guide.

For Your Manager

After the course, the team member will be able to check agreements before signature, read their structure, request the right security documents, record changes properly and handle early disagreements. They return with a Contract Starter Toolkit, first used on the next agreement that crosses their desk and on the change log of current contracts.