



An Integrated Course on Contract Excellence for Non-Legal Professionals

27 September – 8 October 2027
Vienna (Austria)





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Introduction:

This Contract Excellence for Non-Legal Professionals course equips non-legal professionals with the skills and knowledge to manage contracts in any industry. Contract management is a crucial aspect of business operations, yet many professionals need more legal expertise for optimal contract execution. It bridges that gap, providing practical insights into contract creation, negotiation, compliance, and risk management.

Participants will learn to navigate the complexities of contracts, ensuring they can contribute to contract success, minimize legal risks, and enhance organizational performance. This Contract Excellence for Non-Legal Professionals training course will focus on real-world applications and empower non-legal professionals to handle contracts confidently and competently.

This Contract Excellence for Non-Legal Professionals program equips non-legal professionals with a solid understanding of business contract law and the tools needed for excellence in contract management. It is tailored specifically for non-lawyers and offers practical legal training, focusing on drafting, reviewing, and developing skills to navigate complex contracts confidently.

Participants will gain invaluable insights into contracts for non-lawyers, fostering a deeper understanding of essential principles through structured contracts for non-lawyers training sessions. This Contract Excellence for Non-Legal Professionals training course is ideal for anyone looking to excel in managing and interpreting business agreements effectively.

Targeted Groups:

- Project Managers.
- Procurement Professionals.
- Operations Managers.
- Supply Chain Managers.
- Finance and Budgeting Professionals.
- Sales and Marketing Teams.
- Business Development Professionals.
- Human Resources Managers.
- Senior Executives and Leaders.
- Administrators and Executive Assistants.
- Anyone involved in contract negotiations or management.

Course Objectives:

At the end of this Contract Excellence for Non-Legal Professionals course, the participants will be able to:

- Understand the fundamentals of contracts and their legal implications.
- Develop skills to draft, review, and interpret contract terms effectively.
- Learn techniques for negotiating favorable contract outcomes.
- Identify and mitigate risks associated with contractual agreements.
- Ensure compliance with legal, regulatory, and organizational requirements.
- Manage contract performance and monitor key milestones.
- Resolve contract disputes efficiently and professionally.
- Foster collaboration between legal and non-legal stakeholders.
- Enhance decision-making in contract-related scenarios.
- Build confidence in handling contracts across diverse business contexts.

Targeted Competencies:

By the end of this Contract Excellence for Non-Legal Professionals training, the participant's competencies will:

- Contract drafting and interpretation.
- Negotiation and communication skills.
- Risk identification and management.
- Understanding contractual obligations and liabilities.
- Stakeholder collaboration and alignment.
- Compliance with legal and regulatory requirements.
- Effective contract performance monitoring.
- Dispute resolution strategies.
- Cost and resource optimization.
- Strategic decision-making in contract management.

Course Content:

Unit 1: Introduction to Contracts and Legal Foundations:

- Definition and purpose of contracts in business.
- Key legal principles governing contracts.
- The role of non-legal professionals in contract management.
- Types of contracts commonly used in various industries.
- The lifecycle of a contract from creation to termination.

Unit 2: Essential Elements of a Valid Contract:

- Offer, acceptance, and mutual agreement.
- Consideration and its significance in contracts.
- Legal capacity and enforceability.
- The importance of clarity in contract language.
- Avoiding common pitfalls that render contracts invalid.

Unit 3: Contract Drafting Skills for Non-Legal Professionals:

- Understanding the structure of a contract.
- Writing clear and concise contract clauses.
- Incorporating terms and conditions relevant to specific industries.
- Ensuring alignment with organizational policies.
- Techniques to avoid ambiguity in contract wording.

Unit 4: Negotiation Techniques for Effective Contracting:

- Principles of successful contract negotiation.
- Preparing for negotiations with key stakeholders.
- Balancing assertiveness and flexibility during negotiations.
- Addressing contentious clauses and reaching compromises.
- Documenting agreements accurately post-negotiation.

Unit 5: Risk Management in Contracts:

- Identifying potential risks in contract terms.
- Assessing financial, operational, and legal risks.
- Strategies to mitigate risks through robust clauses.
- Contingency planning for unforeseen contract issues.
- The role of insurance and indemnity in contracts.

Unit 6: Performance Management and Monitoring:

- Setting measurable deliverables and performance criteria.
- Tools and techniques for tracking contract milestones.
- Managing changes and amendments effectively.
- Resolving performance-related disputes.
- Ensuring continuous improvement in contract performance.

Unit 7: Compliance and Regulatory Requirements:

- Understanding legal and regulatory obligations in contracts.
- Ensuring adherence to industry standards and laws.
- Addressing anti-bribery, anti-corruption, and ethical practices.
- Auditing contracts for compliance assurance.
- Penalties for non-compliance and how to avoid them.

Unit 8: Dispute Resolution and Conflict Management:

- Common causes of contract disputes.
- Methods of dispute resolution: negotiation, mediation, arbitration.
- Drafting dispute resolution clauses effectively.
- Steps to manage contract breaches.
- Learning from disputes to improve future contracts.

Unit 9: Financial Aspects of Contracts:

- Understanding payment terms and schedules.
- Managing budgets and financial risks in contracts.
- Cost control and optimization strategies.
- Handling late payments and financial penalties.
- Aligning contracts with organizational financial objectives.

Unit 10: Best Practices and Case Studies in Contract Excellence:

- Key takeaways from successful contract management examples.
- Lessons learned from common contract failures.
- Industry-specific best practices for non-legal professionals.
- Building collaborative relationships with legal teams.
- Continuous learning and improvement in contract management.