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CONTRACTS MANAGEMENT | CON-037

Contract Management for Non-Contract Professionals

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Course content

Why Attend

Many people who manage suppliers, projects or services day to day are not contract specialists, yet their actions determine whether contracts deliver what was promised. Engineers, project managers, operations staff and budget holders give instructions, approve work and talk to suppliers, sometimes changing the contract without realising it or missing important deadlines and rights.

This Contract Management for Non-Contract Professionals training course provides a clear, practical introduction to contracts and contract management. Participants learn how contracts are formed, how to read key clauses, what their responsibilities are as contract users, how to manage performance, changes and payments, when to give notices, and when to involve contract, procurement or legal specialists.

Course Methodology

• The course is practical and scenario-based. Participants read real-world style contract extracts, discuss common situations such as verbal instructions and late delivery, practise writing change requests and notices and work through case studies showing how everyday actions affect contractual positions.

Course Objectives

• Explain how contracts are formed and what makes them binding

• Read and understand the key clauses of common contracts

• Understand their own role and authority under a contract

• Monitor supplier performance against contract requirements

• Manage instructions and changes without creating unintended obligations

• Understand payment, notices and time limits

Target Audience

• Project managers and engineers

• Operations and service managers

• Budget holders and department managers

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- Technical specialists who supervise suppliers

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Course outline

Detailed course outline

Day-by-day outline for Contract Management for Non-Contract Professionals.

Day 1 - Contract Basics

- 09:00-09:34 | What a contract is and how it is formed
- 09:34-10:08 | Offer, acceptance, consideration and intention
- 10:08-10:42 | Purchase orders, terms and conditions and signed agreements
- 10:42-11:00 | Battle of the forms and conflicting terms
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Battle of the forms and conflicting terms (continued)
- 11:46-12:20 | Common types of contracts used by organisations
- 12:20-12:53 | Roles of contract users and specialists
- 12:53-14:00 | Exercise: identifying when a contract has been formed

Day 2 - Reading Key Contract Clauses

- 09:00-09:34 | Scope, specification and deliverables
- 09:34-10:08 | Price, payment and invoicing terms
- 10:08-10:42 | Time, delivery and completion obligations
- 10:42-11:00 | Warranties, liability and indemnities explained simply
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Warranties, liability and indemnities explained simply (continued)
- 11:46-12:20 | Confidentiality, data and intellectual property
- 12:20-12:53 | Termination and dispute resolution clauses
- 12:53-14:00 | Workshop: reading a sample service contract

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Day 3 - Managing Performance and Changes

- 09:00-09:34 | Monitoring supplier performance against the contract
- 09:34-10:08 | Recording issues and keeping good records
- 10:08-10:42 | Giving instructions within your authority
- 10:42-11:00 | How verbal instructions can change contracts
- 11:00-11:30 | Coffee break
- 11:30-11:46 | How verbal instructions can change contracts (continued)
- 11:46-12:20 | Raising and approving change requests properly
- 12:20-12:53 | Managing extra work and scope creep
- 12:53-14:00 | Exercise: handling common change scenarios

Day 4 - Payments, Notices and Problems

- 09:00-09:34 | Checking invoices against the contract
- 09:34-10:08 | Withholding payment correctly and fairly
- 10:08-10:42 | Notices, time limits and why they matter
- 10:42-11:00 | Recognising early signs of contract problems
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Recognising early signs of contract problems (continued)
- 11:46-12:20 | Escalating issues to specialists in time
- 12:20-12:53 | Avoiding statements that damage your position
- 12:53-14:00 | Case study: a dispute caused by everyday actions

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Day 5 - Working Well with Suppliers

- 09:00-10:07 | Building constructive supplier relationships
- 10:07-10:41 | Running effective progress and review meetings
- 10:41-11:00 | Balancing firmness with collaboration
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Balancing firmness with collaboration (continued)
- 11:45-12:19 | Contract close-out responsibilities for users
- 12:19-12:53 | Ethics, gifts and conflicts of interest
- 12:53-13:27 | Quick reference guide for contract users
- 13:27-14:00 | Personal action plan for contract management

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Seminar dates

Available seminar dates

Live dates and pricing for Contract Management for Non-Contract Professionals generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	London	Classroom	**€2,915**
11 - 15 January 2027	Barcelona	Classroom	**€2,275**
18 - 22 January 2027	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	Rome	Classroom	**€2,830**
8 - 12 February 2027	London	Classroom	**€2,915**
15 - 19 February 2027	Barcelona	Classroom	**€2,275**
22 - 26 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Date	Location	Format	Fee
1 - 5 February 2027	Vienna	Classroom	**€3,425**
15 - 19 March 2027	London	Classroom	**€2,915**
22 - 26 March 2027	Barcelona	Classroom	**€2,275**
1 - 5 March 2027	Frankfurt	Classroom	**€2,175**
8 - 12 March 2027	Amsterdam	Classroom	**€3,215**
26 - 30 April 2027	London	Classroom	**€2,915**
5 - 9 April 2027	Barcelona	Classroom	**€2,275**
12 - 16 April 2027	Frankfurt	Classroom	**€2,175**
19 - 23 April 2027	Cape Town	Classroom	**€1,825**
3 - 7 May 2027	London	Classroom	**€2,915**

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Seminar dates

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Live dates and pricing for Contract Management for Non-Contract Professionals generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Barcelona	Classroom	**€2,275**
17 - 21 May 2027	Frankfurt	Classroom	**€2,175**
24 - 28 May 2027	Dubai	Classroom	**€2,845**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	London	Classroom	**€2,915**
26 - 30 July 2027	Barcelona	Classroom	**€2,275**
5 - 9 July 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	Istanbul	Classroom	**€2,825**

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Seminar dates

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Date	Location	Format	Fee
23 - 27 August 2027	London	Classroom	**€2,915**
2 - 6 August 2027	Barcelona	Classroom	**€2,275**
9 - 13 August 2027	Frankfurt	Classroom	**€2,175**
16 - 20 August 2027	Kuala lumpur	Classroom	**€2,425**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
11 - 15 October 2027	London	Classroom	**€2,915**
18 - 22 October 2027	Barcelona	Classroom	**€2,275**
25 - 29 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Live dates and pricing for Contract Management for Non-Contract Professionals generated from the course details page.

Date	Location	Format	Fee
4 - 8 October 2027	Munich	Classroom	**€2,425**
15 - 19 November 2027	London	Classroom	**€2,915**
22 - 26 November 2027	Barcelona	Classroom	**€2,275**
1 - 5 November 2027	Frankfurt	Classroom	**€2,175**
8 - 12 November 2027	Paris	Classroom	**€2,810**
27 - 31 December 2027	London	Classroom	**€2,915**
6 - 10 December 2027	Barcelona	Classroom	**€2,275**
13 - 17 December 2027	Frankfurt	Classroom	**€2,175**
20 - 24 December 2027	Rome	Classroom	**€2,830**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**

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15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**

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24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**

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2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**

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22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**