# ARTIFICIAL INTELLIGENCE (AI) IN CONTRACT MANAGEMENT



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# Introduction

A contract portfolio carries thousands of clauses, obligations, renewal dates, and price mechanisms that no team can track reliably by hand. Artificial intelligence can read, classify, extract, and monitor that volume, but only where the contract data is structured and the output is checked. This Artificial Intelligence (AI) in Contract Management Training Course gives contract managers, legal operations staff, and commercial professionals a complete working method for that adoption. Participants learn contract data preparation, AI-assisted review and extraction, obligation and renewal tracking, contract analytics, and governance and validation.

# Artificial Intelligence (AI) in Contract Management Course Objectives

- Apply AI and natural language processing capabilities to contract workflows.
- Prepare contract data: digitisation, structure, and labelling.
- Apply automated clause extraction, classification, and metadata capture.
- Build risk flagging against playbooks and fallback positions.
- Apply AI support to obligation, deliverable, and milestone tracking.
- Apply renewal, expiry, and notice date monitoring systems.
- Apply contract analytics to spend, terms, and deviation reporting.
- Apply contract lifecycle management (CLM) integration with AI tools.
- Apply validation, human oversight, and confidentiality controls.
- Measure performance with review cycle time, extraction accuracy, and cost savings.

# Course Methodology

- Facilitated sessions built on real contract sets, CLM data, and AI tool output.

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- Case workshops on extraction errors, missed notices, and data leakage risks.
- Clause extraction, metadata capture, and risk flagging exercises with live files.
- Tool validation and governance design labs.
- Group exercise on an AI-enabled contract management plan with control points.

## Who Should Take This Course

- Contract managers and contract administrators.
- Legal operations and legal technology staff.
- Procurement and commercial professionals.
- In-house counsel managing contract portfolios.
- Compliance and data protection officers.
- Digital transformation leads in legal and procurement.

## Artificial Intelligence (AI) in Contract Management Course Outlines

## Day 1: AI Fundamentals for Contract Work

- Machine learning, NLP, and generative AI basics.
- Contract data types: scanned, native, and hybrid documents.
- Use cases: extraction, classification, comparison, and drafting.
- Model limitations: hallucination, drift, and context loss.
- Language, jurisdiction, and bilingual contract challenges.
- Data readiness assessment and remediation.
- Business case and scope definition for adoption.

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## Day 2: Contract Digitisation and Data Preparation

- Optical character recognition and document conversion.
- Clause segmentation and structure recognition.
- Metadata design: parties, dates, values, and clauses.
- Labelling, training data, and quality control.
- Contract repository design and data standards.
- Data protection in contract repositories.
- Retention, deletion, and access control.

## Day 3: AI-Assisted Review and Risk Flagging

- Automated clause extraction and classification practice.
- Deviation detection against standard positions.
- Risk flagging against playbooks and fallback rules.
- Comparison of supplier terms across a portfolio.
- Drafting assistance and clause library management.
- Validation of output against source documents.
- Reporting review findings and escalations.

## Day 4: Obligation, Renewal, and Performance Tracking

- Obligation and deliverable extraction into registers.
- Milestone, notice, and time bar monitoring.
- Renewal, expiry, and auto-rollover alerting.
- Price adjustment and indexation tracking.
- Performance and service level data linkage.

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- Integration with CLM, ERP, and procurement systems.
- Reporting dashboards for contract performance.

## Day 5: Governance, Validation, and Value

- Human oversight and accountability assignment.
- Accuracy testing, sampling, and quality assurance.
- Confidentiality, privilege, and client data protection.
- AI contract clauses for tools used or supplied.
- Vendor due diligence and assurance.
- Change management and capability building.
- KPIs: review cycle time, extraction accuracy, and cost savings.
- Building an AI-enabled contract management roadmap.

## Conclusion

By successfully completing the Artificial Intelligence (AI) in Contract Management Training Course, participants will have acquired a thorough working knowledge of AI fundamentals for contract work, contract digitisation and data preparation, AI-assisted review and risk flagging, obligation and renewal tracking, and AI governance and value measurement. They will leave able to run an AI-enabled contract function with validated output, catch renewal and notice dates before they are missed, and show the benefit in cycle time and accuracy. Gentex Training Center delivers this programme with contracts, legal operations, and digital practitioners working on live portfolios.

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# FAQs for the Artificial Intelligence (AI) in Contract Management course

## Q1 What is the "Artificial Intelligence (AI) in Contract Management" course about?

It is a five-day programme on using artificial intelligence to manage a contract portfolio at scale. It covers AI fundamentals, contract digitisation and data preparation, AI-assisted review and risk flagging, obligation and renewal tracking, and governance and validation.

## Q2 What are the key benefits of the "Artificial Intelligence (AI) in Contract Management" course?

Participants read and classify contract volume that manual review cannot cover, catch renewal, notice, and time bar dates before they lapse, and flag liability deviation consistently against a playbook. They also keep confidentiality and accountability intact through validation and oversight designed before deployment.

## Q3 What skills will I gain from the "Artificial Intelligence (AI) in Contract Management" course?

You will gain AI and NLP capability assessment for contract workflows, contract digitisation and data preparation management, AI-assisted clause extraction, review, and risk flagging application, and obligation, renewal, governance, and validation management.

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# Q4 What tools, methods, or standards are covered in the "Artificial Intelligence (AI) in Contract Management" course?

The course works with machine learning, NLP and generative AI basics, contract data type assessment across scanned, native and hybrid documents, AI use cases covering extraction, classification, comparison and drafting, model limitation analysis including hallucination and drift, language and jurisdiction challenges in bilingual contracts, data readiness assessment, optical character recognition and document conversion, clause segmentation and structure recognition, metadata design covering parties, dates, values and clauses, labelling and training data quality control, contract repository design and data standards, repository data protection, retention and deletion policy, access control design, automated clause extraction and classification, deviation detection against standard positions, risk flagging against playbooks and fallback rules, portfolio-wide supplier term comparison, drafting assistance and clause library management, output validation against source documents, obligation and deliverable extraction into registers, milestone, notice and time bar monitoring, renewal, expiry and auto-rollover alerting, price adjustment and indexation tracking, performance and service level data linkage, CLM, ERP and procurement system integration, contract performance dashboards, human oversight and accountability assignment, accuracy testing, sampling and quality assurance, confidentiality, privilege and client data protection, AI contract clauses, vendor due diligence and assurance, change management and capability building, and KPIs covering review cycle time, extraction accuracy and cost savings.

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## Q5 How is the "Artificial Intelligence (AI) in Contract Management" course applied in real-world practice?

Teams apply it when digitising a legacy contract archive into a searchable repository, extracting obligations and renewal dates into a register, flagging supplier liability deviations against a playbook, setting alerts for notice and time bar deadlines, validating extraction accuracy on a sample, and reporting review cycle time and accuracy at a legal operations review.