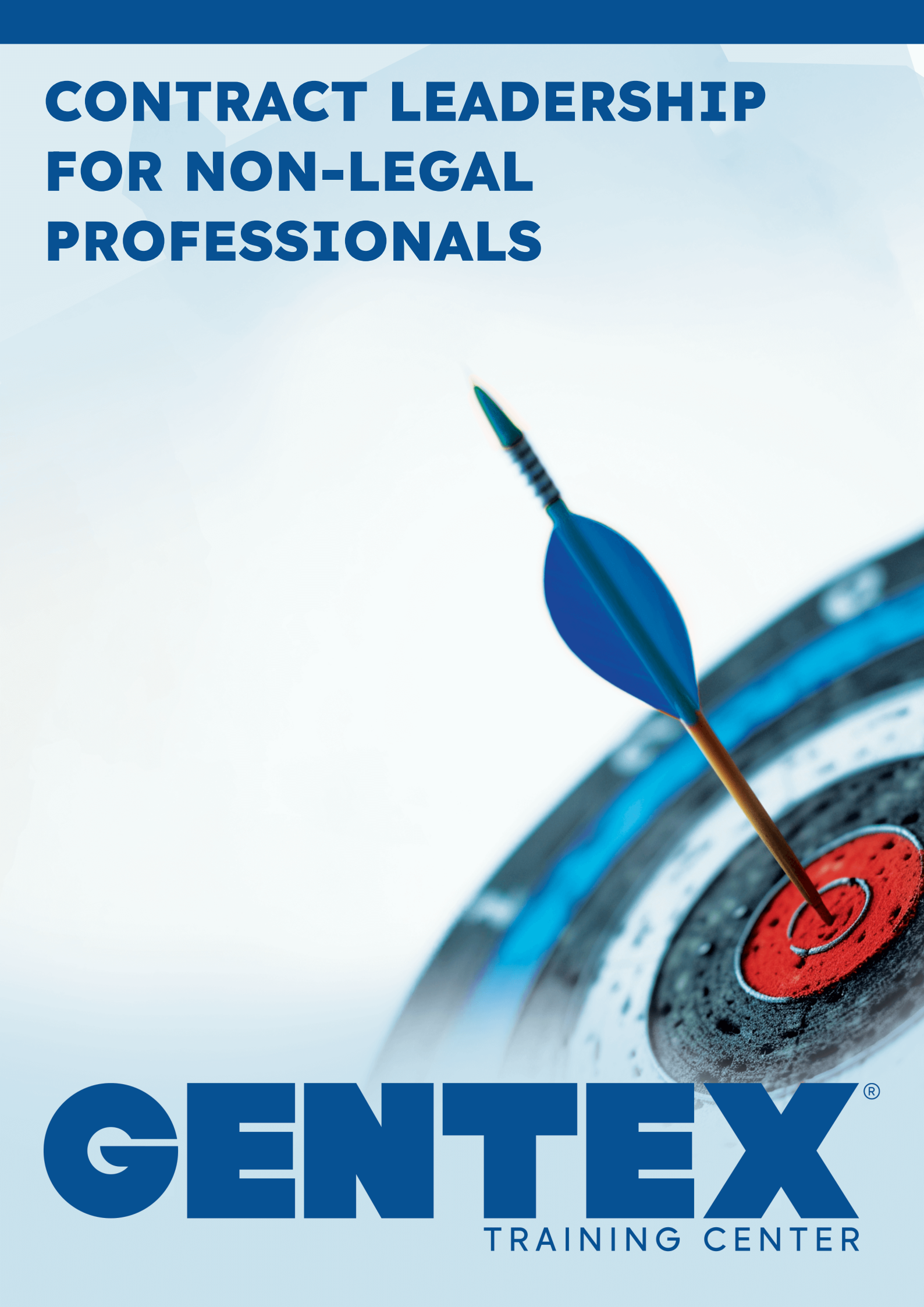
CONTRACT LEADERSHIP FOR NON-LEGAL PROFESSIONALS



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TRAINING CENTER

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Introduction

Contract Leadership for Non-Legal Professionals Training Course builds the ability of managers to lead the contract life cycle and the people responsible for it without a legal background. Participants begin with contract structure and risk allocation between the parties, then move into contract strategy, requirement definition and governance design. Furthermore, the course covers team leadership: delegating authority, managing suppliers, resolving disagreements and controlling change. In addition, learners build contract performance indicators and practise negotiation and chairing contract meetings. As a result, they leave able to raise contracting efficiency across their organisations.

Contract Leadership for Non-Legal Professionals Course Objectives

- Explain contract formation and how risk is allocated between parties.
- Set a contract strategy linked to business objectives.
- Translate business needs into clear requirements and scopes of work.
- Lead contract teams, delegate authority and manage approval workflows.
- Select suppliers and manage supplier relationships effectively.
- Draft core commercial terms in plain, unambiguous language.
- Recognise liability, indemnity and insurance exposure.
- Manage contract performance through KPIs and service level agreements.
- Lead negotiation and manage variations and early dispute resolution.
- Build contract governance, records and senior management reporting.

Course Methodology

- Instructor-led sessions in plain language, with no legal jargon.

- Workshops that build a contract strategy and governance model.
- Exercises on delegation of authority matrices and approval workflows.
- Case studies on contracts that failed through weak leadership.
- Negotiation simulation and a supplier performance review meeting.
- Templates, indicator matrices and governance checklists retained after the course.

Who Should Take This Course

- Procurement, contract managers and team leaders.
- Project, operations and service managers.
- Supplier and contract relationship managers.
- Sales, business development and account managers.
- Risk and compliance officers reviewing terms.
- Anyone leading a team that handles contracts without a legal background.

Contract Leadership for Non-Legal Professionals Course Outlines

Day 1: Contract Foundations and Risk Allocation

- What makes an agreement legally binding.
- Contract documents and order of precedence.
- Risk allocation principles and control-based allocation.
- Reading a contract with a commercial eye and flagging critical clauses.
- Limitation of liability, indemnity and insurance explained simply.
- Force majeure, termination and survival clauses.
- When to refer a matter to legal counsel.

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Day 2: Contract Strategy and Governance

- Linking contract strategy to business objectives.
- Make-or-buy decisions and outsourcing.
- Requirement definition, scopes of work and acceptance criteria.
- Contracting policies and authority limits.
- Delegation of authority matrices and approval workflows.
- Contract team roles and responsibilities.
- Building contract performance indicators and a tracking dashboard.

Day 3: Supplier Selection and Relationship Management

- Market analysis and supplier pre-qualification.
- Preparing RFPs and evaluating proposals.
- Evaluation criteria and supplier scorecards.
- Service level agreements and key performance indicators.
- Chairing review meetings and addressing underperformance.
- Relationship management, trust and partnership building.
- Exit planning and supplier replacement.

Day 4: Commercial Drafting and Risk Control

- Core commercial terms in plain language.
- Payment, delivery and acceptance terms.
- Warranties, service levels and liquidated damages.
- Retention, set-off and performance security.

- Confidentiality, data protection and intellectual property.
- Building a contractual risk matrix mapped to clauses.
- Review checklists and approval decisions.

Day 5: Leadership, Negotiation and Daily Administration

- Leading negotiation and preparing the plan and fallback positions.
- Limits, concessions and communication techniques.
- Managing amendments, waivers and notices.
- Version control, approval workflows and e-signature.
- Managing obligations, renewals and termination calendars.
- Early dispute resolution and considered escalation.
- Applied workshop: leading a full contract case from start to finish.

Conclusion

By successfully completing Contract Leadership for Non-Legal Professionals, participants will gain a practical command of contract strategy, risk allocation, plain-language drafting, contract performance management and governance. They will also have acquired the ability to delegate authority, lead negotiation, manage change and monitor suppliers through clear indicators. Gentex Training Center delivers the programme as an applied leadership workshop, so learners manage real contract scenarios throughout.

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FAQs for the Contract Leadership for Non-Legal Professionals course

Q1 What is the "Contract Leadership for Non-Legal Professionals" course about?

It teaches how to lead the contract life cycle and the people responsible for it without a legal background. Topics include contract strategy, requirement definition, risk allocation, governance, delegation of authority, supplier management, performance indicators, negotiation and change management.

Q2 What are the key benefits of the "Contract Leadership for Non-Legal Professionals" course?

You learn to lead contracting from a confident commercial position and to spot critical clauses before signing. The course improves contract governance, approval speed, negotiation outcomes and supplier accountability, and reduces avoidable disagreements and delays.

Q3 What skills will I gain from the "Contract Leadership for Non-Legal Professionals" course?

Contract lifecycle leadership and governance, delegation of authority and approval management, supplier management and performance measurement, and negotiation leadership and contractual risk management.

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Q4 What tools, methods, or standards are covered in the "Contract Leadership for Non-Legal Professionals" course?

Delegation of authority matrices and approval workflows, contract KPIs and tracking dashboards, service level agreements and supplier scorecards, a contractual risk matrix, contract review checklists, standard clause sets for payment, delivery, warranties and confidentiality, and renewal and exit provisions.

Q5 How is the "Contract Leadership for Non-Legal Professionals" course applied in real-world practice?

Professionals use it to set contract plans, manage suppliers, lead negotiation, track obligations and renewals, negotiate amendments and chair performance review meetings. Participants lead a full contract case in the closing workshop.