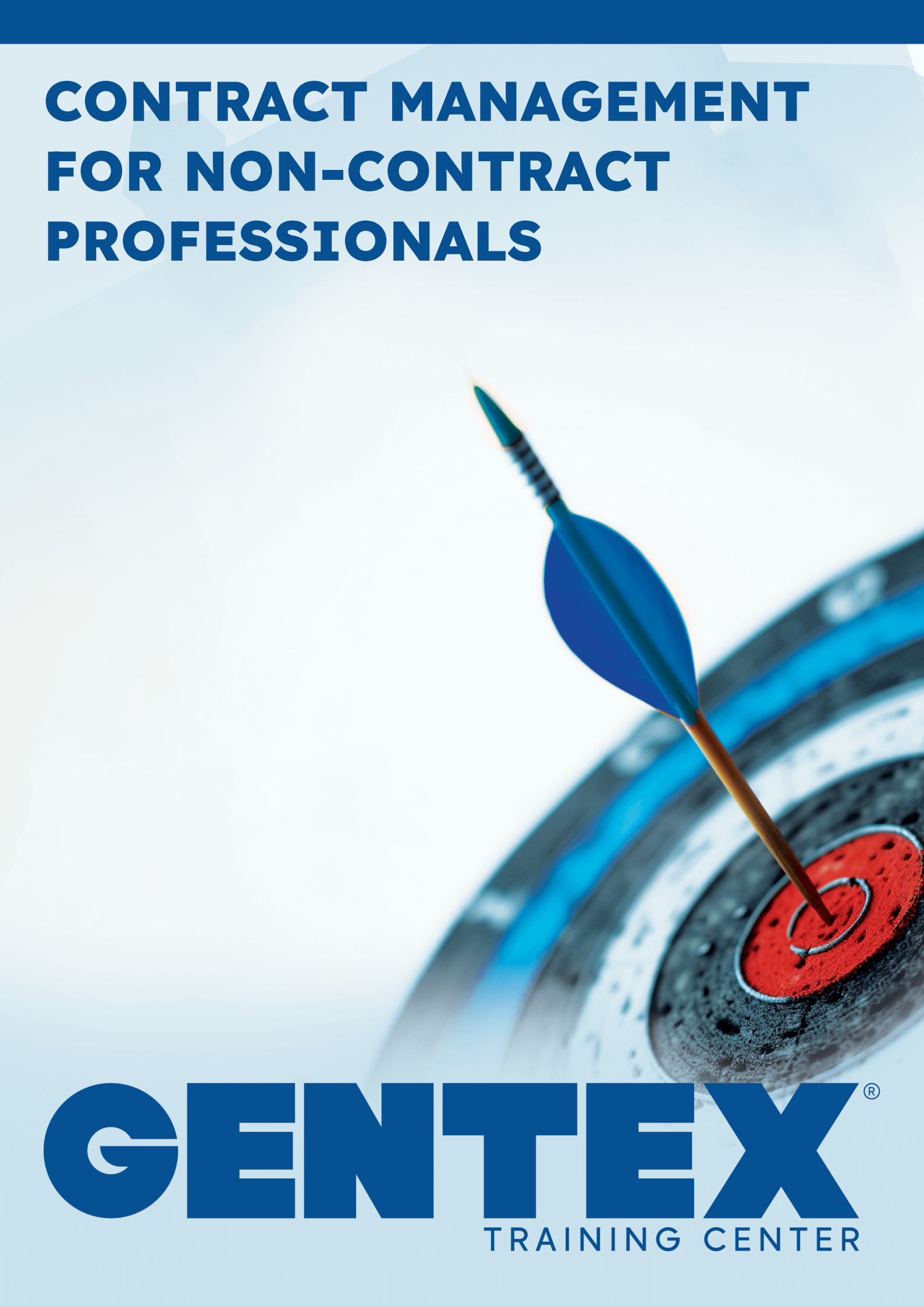
CONTRACT MANAGEMENT FOR NON-CONTRACT PROFESSIONALS



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Introduction

Contract Management for Non-Contract Professionals Training Course gives staff in operational, financial and technical roles the practical ability to understand and manage contracts without a specialist contracting background. Participants begin with how a contract forms and what makes its terms binding, then learn to read key clauses and identify the obligations that fall on them. Furthermore, the course covers tracking deliverables, deadlines, payments, variations and notices. In addition, learners practise communicating with suppliers and handling everyday disagreements. As a result, they leave able to support contract management accurately and reduce costly errors.

Contract Management for Non-Contract Professionals Course Objectives

- Explain how a contract forms and what makes its terms binding.
- Identify contract documents and their order of precedence.
- Read key clauses and understand their practical effect.
- Extract obligations, deadlines and deliverables from a contract.
- Track scope, acceptance criteria and delivery.
- Monitor payments, invoicing, retention and set-off.
- Recognise liability, indemnity and insurance exposure simply.
- Handle notice, variation and waiver procedures correctly.
- Manage contract records, correspondence and evidence.
- Deal with everyday disagreements and escalate at the right time.

Course Methodology

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

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- Workshops that read real contracts and extract obligations.
- Exercises on obligation registers and deadline calendars.
- Case studies of administrative errors that cost organisations money.
- Role-plays on supplier communication and resolving disagreements.
- Templates, checklists and tracking models retained after the course.

Who Should Take This Course

- Operations, services and facilities staff.
- Finance, accounting and procurement staff.
- Project managers and site engineers.
- Department coordinators and administrative support staff.
- HR and IT professionals.
- Anyone performing contractual obligations without owning the contract.

Contract Management for Non-Contract Professionals Course Outlines

Day 1: Contract Basics and How to Read One

- What makes an agreement legally binding.
- Contract documents and order of precedence.
- Parties, recitals, scope and schedules.
- Reading a contract step by step: obligations, deadlines, risks.
- Definitions, terminology and how clauses are interpreted.
- Terms and conditions and the effect of each.
- When to refer a matter to the contract owner or legal counsel.

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Day 2: Extracting and Tracking Obligations

- Building an obligation register from the contract text.
- Extracting deliverables and acceptance criteria.
- Deadline calendars and critical milestones.
- Progress tracking and periodic reporting.
- Document control, correspondence and the evidence trail.
- Simple tracking tools and spreadsheets.
- Entitlement alerts and early warning.

Day 3: Payments and Changes

- Payment terms, invoicing and supporting documents.
- Retention, set-off and performance security explained simply.
- Late payment interest and how to control it.
- Raising and documenting a change request.
- Waivers, notices and their time requirements.
- Distinguishing a proper variation from extra work.
- Common payment and change errors.

Day 4: Risk and Everyday Disagreements

- Limitation of liability, indemnity and insurance explained simply.
- Confidentiality, data protection and IP in daily work.
- Force majeure and its effect on delivery.
- Risk indicators and how to spot them early.
- Handling underperformance and delays.

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- Professional supplier communication and recording discussions.
- Considered escalation and authority limits.

Day 5: Performance, Closeout and Practice

- Checklists for periodic contract monitoring.
- Reviewing obligations before renewal or extension.
- Contract closeout, discharge and file retention.
- Preparing a short contract performance report for management.
- Applied workshop: managing a real contract from start to finish.
- Peer review and feedback on outputs.

Conclusion

By successfully completing Contract Management for Non-Contract Professionals, participants will gain a practical knowledge of reading contracts, extracting obligations, tracking deadlines, payments and variations, and handling everyday disagreements. They will also have acquired the discipline to keep records and correspondence and support contract management accurately. Gentex Training Center delivers the programme in plain language with applied workshops, so learners work on real contracts throughout.

FAQs for the Contract Management for Non-Contract Professionals course

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

It teaches how to read contracts and deliver the obligations that flow from them without a specialist contracting background. Topics include extracting obligations, tracking deadlines, deliverables, payments, variations, notices and everyday disagreements.

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

You learn to perform your contract role confidently and avoid errors that cause claims or delays. The course improves tracking accuracy, documentation quality and timely escalation, and reduces disagreements with suppliers and customers.

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

Contract reading and obligation extraction, deadline, deliverable and payment tracking, variation and notice handling, and documentation and everyday dispute handling.

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

Obligation registers and deadline calendars, contract review checklists and risk indicators, clause sets covering payment, delivery, warranties and confidentiality, notice and variation workflows, tracking and reporting templates, and payment, retention and set-off documentation.

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

Staff use it to extract obligations, build tracking schedules, review invoices and deliverables, issue notices on time, document correspondence and support renewal and closeout. Participants manage a real contract in the closing workshop.