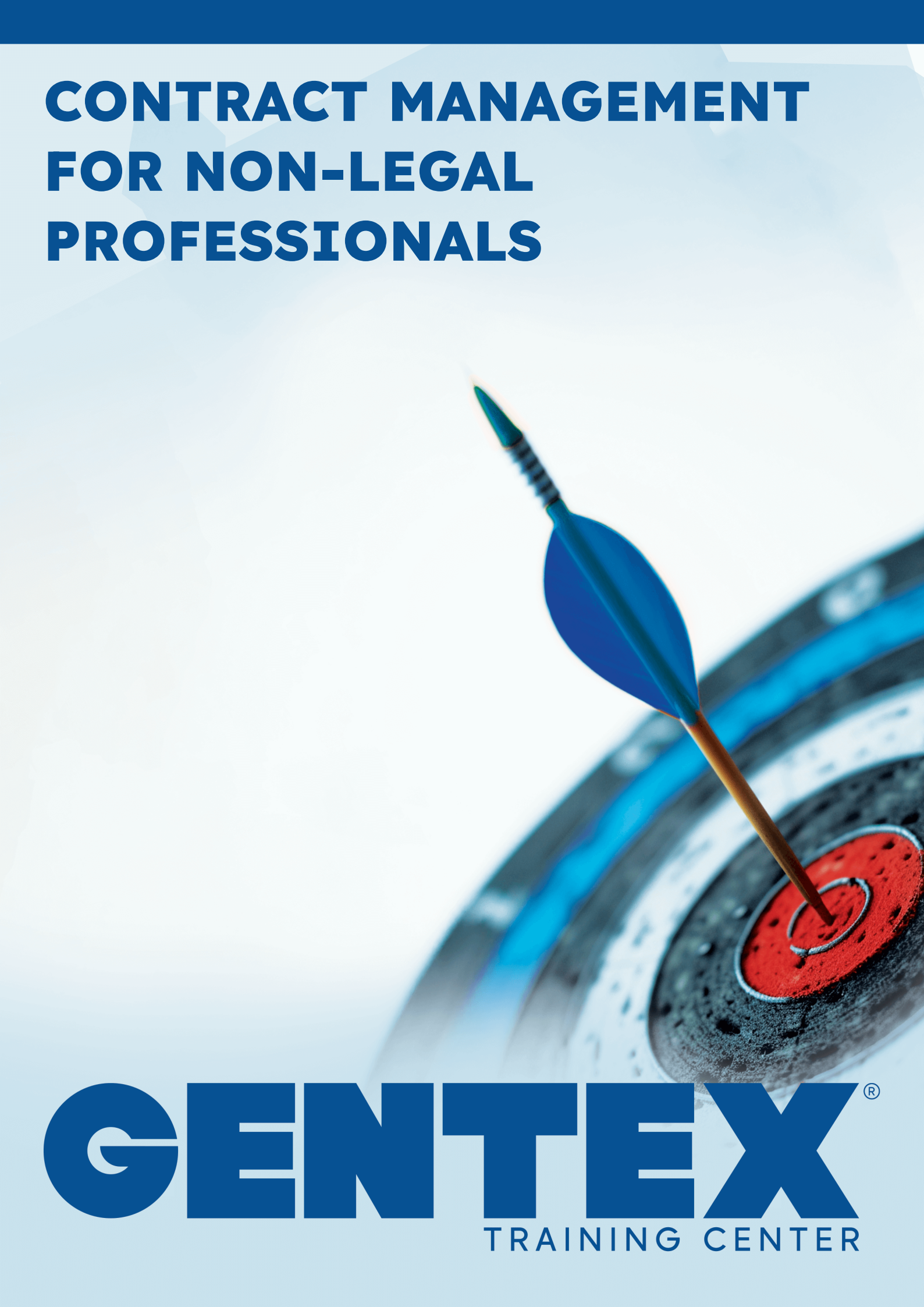
CONTRACT MANAGEMENT FOR NON-LEGAL PROFESSIONALS



GENTEX®
TRAINING CENTER

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Introduction

Contract Management for Non-Legal Professionals Training Course gives managers and staff in commercial, technical and financial roles the practical ability to manage contracts without a legal background. Participants begin with how a contract forms and what makes its terms binding, then move into reading key clauses and translating them into workable obligations. Furthermore, the course covers tracking performance, deadlines, payments, variations and notices. In addition, learners practise communicating with suppliers, handling everyday disagreements and managing risk. As a result, they leave able to manage contracts efficiently and reduce costly errors.

Contract Management for Non-Legal Professionals Course Objectives

- Explain how a contract forms and what makes its terms legally binding.
- Identify contract documents and their order of precedence.
- Read key clauses and understand their practical effect.
- Extract obligations, deadlines, deliverables and acceptance criteria.
- Track performance through simple indicators and service level agreements.
- 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.

- Workshops that read real contracts and extract obligations.
- Exercises on obligation registers, performance indicators 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

- Project, operations and service managers.
- Finance, accounting and procurement staff.
- Supplier and contract relationship managers.
- Department coordinators and administrative support staff.
- HR and IT professionals.
- Anyone managing a contract or performing contractual obligations without a legal background.

Contract Management for Non-Legal 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 rules of interpretation.
- Terms and conditions and the effect of each.

- When to refer a matter to legal counsel.

Day 2: Extracting Obligations and Tracking Performance

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

Day 3: Payments and Variations

- 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 variation request.
- Waivers, notices and their time requirements.
- Distinguishing a proper variation from extra work.
- Common payment and variation 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.
- Professional supplier communication and recording discussions.
- Considered escalation and authority limits.

Day 5: Closeout, Renewal 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-Legal Professionals, participants will gain a practical knowledge of reading contracts, extracting obligations, tracking performance, deadlines and payments, and managing variations and 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-Legal Professionals course

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

It teaches how to read contracts and manage their obligations without a legal background. Topics include contract formation, reading key clauses, extracting obligations, tracking performance, deadlines, payments, variations, notices and everyday disagreements.

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

You learn to manage a contract confidently and with less reliance on legal review for routine matters. The course improves tracking accuracy and documentation, speeds up timely escalation and reduces claims and delays caused by administrative error.

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

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

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

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

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

Professionals 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 from start to finish in the closing workshop.