



**SCANDINAVIAN ACADEMY**  
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# Course: Contracts Management Specialist

Code	City	hotel	Start	End	price	Hours
522	Vienna (Austria)	Hotel Meeting Room	2025-05-19	2025-05-23	5450 €	25

## Introduction

This intensive training course is designed to assist contracts professionals cope with the increasing complexity of commercial and business relationships as trade becomes ever more international. All business professionals need to understand what a contract does (and does not) require them and the other party to the contract to do, and the consequences for both parties of any failure.

### **This training course will feature:**

- The Differences in Approach Between Different Legal and Contracting Systems
- Risk Allocation in Contract Management and Dispute Resolution in Contractual Disputes
- Contracting in an International Context
- Protecting Your Company's Interests
- An Understanding of Contracting in the English Language

### **What are the goals?**

- Improve Their Understanding of the Role of Contracts Within a Business
- Develop More Confidence in Dealing with Contracting Issues
- Understand How Strategies Can Be Developed to Improve the Commercial Outcomes
- Apply the Latest International Thinking in Dispute Resolution
- Increase Awareness of the Use of Contracts in Everyday Business Life



## Course Outline

### **Day One: What are Contracts and How are They Created?:**

- The Need for Contractual Relationships
- What is Needed to Create a Valid Contract? Ingredients and Formalities
- Authority and Agency
- The Tender Process
- Alternative Sourcing
- Making Contracts Enforceable - With Particular Emphasis on the International Context

### **Day Two: The Structure of Contracts:**

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different Contractual Structures - Traditional and New
- Risk and Title (Ownership) in International Trade. When Does it Transfer?
- Notices and Other Formalities
- Which Law and Which Courts?

### **Day Three: Collateral Documents:**

- Securitising Performance Obligations
- Bonds and Guarantees
- Parent Company Guarantees
- Letters of Intent, Comfort or Awareness
- Insurance Policies
- Assessing the Need for Financial Security

### **Day Four: Change and Variation:**



- Changes to Contract Documents
- Assignment / Novation Explained and Distinguished
- Variation Clauses and Changes to the Scope of Work
- Claims - What They Are, and How They Arise
- Delay and Disruption
- Force Majeure

### **Day Five: Resolving Disputes:**

- Conflict Avoidance and Tiered Dispute Resolution Clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and New Best Practices in Dispute Resolution and Management
- Final Questions and Review of Course



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.