



**SCANDINAVIAN ACADEMY**  
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# Course: Contract Management for Non Contract Professionals

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

## INTRODUCTION

This Contract Management for Non-Contract Professionals training course seeks to provide you with skills to enhance your understanding of key competencies in relation to contracts, commercial obligations and contract law to enhance your leadership presence. By applying this knowledge to your professional role and the tasks and challenges you face in your work, you will augment your contribution to business contract negotiation and management.

### Participants will develop the following competencies:

- Projecting confidence by understanding one's own abilities
- Effective communication to carry a persuasive message across to others
- Building connections that allows you to influence others
- Help your team find creative solutions to workplace challenges

## TRAINING OBJECTIVES

**This training course aims to enable participants to answer the following questions and achieve the related outcomes:**

- What are the fundamentals of contracts?
- What are the fundamental concepts in commercial obligations?



- What variations can be used to reflect differing requirements?
- What are the jurisdictional variations in international business?
- What degree of convergence is there in international contracts?
- What are some of the usual clauses in contracts?
- How can we identify and manage risk in contracts?

## **TRAINING OUTLINE**

### **Day 1: An Introduction to Contracts**

- Understand the notion of offer and acceptance
- Understand the importance of agreement of main terms
- Understand the implications of contractual agreement
- Understand the fundamentals of commercial law and obligations
- Understand the key relationships that underpin these obligations
- Understand the potential consequences for breach of contract
- Understand the concept of legal jurisdiction in contract

### **Day 2: Commercial Relationships and Obligations**

- Explain the contracting structure of international business relationships
- Understand some of the key terms used in the commercial world
- Explain what applied contract law is all about
- Understand the basic relationships involved in: Agency, Partnerships, International Sales (and use of Incoterms), Insurance, Intellectual Property, Dispute Resolution, Insolvency and Bankruptcy

### **Day 3: Types of Contractual Agreement**

- Distinguish between the various contracts
- Consider different commercial arrangements, and how these are covered by contracts



- Conventional contracts - lump sum, schedule of rates, bills of quantities, reimbursable
- Other approaches - risk and reward sharing, BOT contracts
- Different management approaches for different contracts

#### **Day 4: Standard Contracts and Common Terms**

- The concept of the model contract
- The use of industry and company standard terms
- A review of some of the clauses in common use in many types of contracts including warranties, defects liability, variations, liquidated damages and penalties, limits of liability, suspension and termination
- The contract management issues arising from some of these clauses

#### **Day 5: Contract Management and Risk Assessment**

- The role of the contract manager and administrator
- The methods for controlling third party risk
- The concept of consequential loss
- The concept of frustration of contract and Force Majeure
- Closing out contracts - and keeping records



**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.