



Contract Management Fundamentals

Develop a basic understanding of the contract management process and the factors that are critical to the successful management of external supply contracts on this Contract Management Fundamentals training course.

This 1-day interactive and practical course explores the role of a contract manager within the procurement process.

By the end of the course, students will have an improved understanding of contract management principles, and how effective contract management can be achieved through a coordinated and structured approach to supplier management.

COURSE DURATION

1 day

CPD

Equivalent to 7 hours

COURSE PRICE

From £2195 + VAT

IN-COMPANY TRAINING

[Check availability](#)

CERTIFICATES

All delegates will receive a certificate on completion.

Who should attend?

This course is suitable for staff new to contract management or other contract stakeholders indirectly involved in managing contracts who are interested in gaining an improved understanding of contract management principles. These may include:

- those responsible for managing low-criticality supplier contracts
- managers responsible for supporting contract management staff (operations and procurement)
- supplier personnel responsible for managing contract delivery with their customers
- procurement and other contract stakeholder personnel requiring insight into contract management

This course is day 1 of our 2-day Contract Management training course, which offers deeper insights into best-practice management tools, techniques and approaches to performance and relationship management. The 2-day scheduled course dates can be viewed [here](#).

Key topics

Topics covered on the course include:

- the importance of contract management
- principles and concepts around contract management
- role of the contract manager
- attributes of a successful contract manager
- the contract management lifecycle
- identifying objectives (development, implementation, delivery and closure)
- critical success factors for effective contract delivery
- managing relationships in contracts
- managing contract performance
- risk management and business continuity
- contractual obligations
- performance management
- Plan-Do-Check-Act (PDCA) cycle

Course agenda

Our training courses are designed to optimise the learning experience for delegates both in face-to-face settings and in our Virtual Classroom.

Under the guidance of our expert tutors, attendees will follow an agenda which is briefly outlined below:

- Welcome and Introductions
- Module 1 Introduction to Contract Management
- Workshop 1 Successful Contracts
- Module 2 The Contract Management Lifecycle
- Workshop 2 Contract Lifecycle Stage Objectives & Risks
- Module 2.1 Governance, Policy and Planning
- Module 2.2 Risk Management
- Workshop 3 Contract Lifecycle Stage Activities
- Module 2.3 Process, Systems & Administration
- Workshop 4 Contract Lifecycle Stage Activities
- Module 3 Relationship Management
- Workshop 5 Contract Relationship Management
- Module 4 Performance Management
- Workshop 6 Contract Performance Management
- Module 5 Skills and Competencies
- Review & Close

Skills gained

On completion of this Contract Management Fundamentals training course delegates will understand:

- the importance and principles of contract management
- the role of the contract manager
- the contract management lifecycle and its phases and related activities
- the importance of effective contract relationship management
- the basic tools and techniques used in contract performance management
- what good contract management looks like



Delegates will receive a Certificate of Completion which recognises their knowledge and understanding of Contract Management Fundamentals.

Tutor's teaching style and how he explained things were both relatable and very easy to understand. He was really engaging so this meant that the group all got involved. He shared his own experiences which helped relate the learning material and put it into context into my own role.

Devro Scotland Ltd

The tutor broke down the course perfectly, adding in activities and discussions along the way linking it to everyone's individual job/industry. I have to say it was the best course I've been on in a long time!

Surrey County Council

The tutor was absolutely incredible! Very knowledgeable and really engaging. Genuinely one of the best courses I have been on.

Plus 1 Communications

[Read our Contract Management training course reviews](#)

Why train with Bywater?

Bywater is the leading independent provider of professional management systems training in the UK.

Our expert training offers practical understanding of how to realise the benefits and assess the success of implementing and operating successful management systems.

Bywater delegates know they can rely on proven training delivered by experts at times and locations to suit their needs.

40 years established

100+ course titles

15 UK locations

1000+ courses annually

 Global Virtual Classroom

CQI & IRCA, ISEP, RSS and IOSH approved training provider.



CHECK AVAILABILITY

Booking is easy

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If you have any questions please call us on 0333 123 9001, use our online chat or email contact@bywater.co.uk

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