

Contracts Management Specialist

Course code: CM-010



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

This Contracts Management Specialist training course is designed to help contracts professionals manage the growing complexity of international commercial and business relationships. As global trade becomes increasingly intricate, it is essential for all business professionals to understand the requirements and obligations outlined in a contract, as well as the potential consequences of any failures by either party. The training course aims to provide participants with the knowledge needed to navigate these challenges effectively. 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

Why Attend

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes high levels of participant discussion, group interaction, delegate group exercises and case studies. Materials include existing contemporary English

Who Should Attend

Contract Administrators, Contract Professionals and Project Coordinators
Specifiers, Buyers, Purchasing Professionals and Procurement Officers
Contracts Managers
Project Managers
Engineers or Contracts Operatives

— Learning Objectives

- 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
1

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
2

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
3

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
4

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
5

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

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Barcelona - Spain	€1,775
9 - 13 November 2026	London - United Kingdom	€2,100
14 - 18 December 2026	Amsterdam - Netherlands	€2,125
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Rome - Italy	€2,125
19 - 23 April 2027	Munich - Germany	€2,125
17 - 21 May 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.