

PROGRAM SYLLABUS

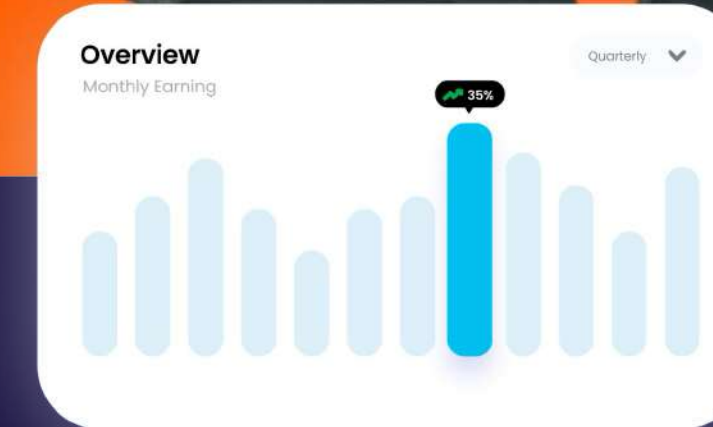
Contract Management Course

Online Certificate Program

Last update: January 15th, 2025

PT | Procurement
Tactics

Doing	
Check Box	Task Name
<input checked="" type="checkbox"/>	Contract 1
<input checked="" type="checkbox"/>	Contract 2



Procurement Contract

Ensuring compliance and value.

Negotiate terms, manage suppliers, and oversee delivery. Monitor performance and mitigate risks. Document agreements and ensure transparency.

An overview

What can you expect of this program?

Contract Management Course

Welcome to our Contract management course! This course is designed to help you master all aspects of contracts - from their basic use and importance to the most important legal knowledge and skills required for successful contract management. Next to this, you will also learn how to create contracts yourself and manage them throughout their entire lifecycle. Whether you're a seasoned professional or just beginning your journey into the world of contracts, this course is packed with practical advice and examples, all aimed at helping individuals at different levels of experience improve their contract management practices by bringing more clarity and structure to the process.

This course offers customised templates for a wide range of contract management tasks, such as analysing, creating, negotiating, mitigating risks, tracking KPIs, and improving supplier performance. By the end of this course, you'll fully understand each phase that a contract goes through and gain practical advice on how to optimise and structure the contract management processes within your team.



Marijn Overvest, founder Procurement Tactics

★★★★★
1000+ companies trust us



-  **Online**, *self-paced learning*
-  **Subtitles** *in 5 different languages*
-  *Contract Management* **Templates**
-  **8-16 hours** *study material*
-  **12 months** *course access*
-  *Official* **certificate** *upon completion*
-  **60-day money-back** *guarantee*

About Your Instructor

Marijn Overvest

Your instructor for this course is Marijn Overvest, the Founder of Procurement Tactics. With over 15 years of experience, Marijn has worked on deals worth over €500 million with companies like Heinz and Unilever and has trained more than 200 procurement teams worldwide.

Marijn is passionate about helping procurement professionals learn and grow. He's always looking for new ways to improve his own knowledge and share what he's learned. His experience includes working on negotiations, sustainability, and building strategies in industries like FMCG (retailers and suppliers), aviation, and pharmaceuticals.

With Marijn's practical advice and stories from personal experience, you'll learn how to improve your procurement skills and achieve better results for you and your company.



Learn in-demand skills

And take your career to the next level

What you will learn



Understand the key concepts of contracts and contract management

Learn about the phases of the contract lifecycle, the importance of managing contracts, the basic legal knowledge needed, and the skills required to effectively manage contracts.



Learn how to create and negotiate your own contracts

By going through each part of the contract, as well as using the checklists provided in the course, you'll know exactly what to include or exclude in your contracts. Learn how to turn deals into actual contracts by following the advice given.



Learn how to manage your active contracts in a structured way

Understand the aspects of contracts that need your attention, how to plan and organize, involve the right people in the process, and track all information in an organized way using our template to keep track of contracts.

The perfect fit for

This course is designed mainly for individuals who are new to contract creation and management. However, it's also helpful for those with more experience, providing ways to bring more structure, clarity, and new ideas and tactics to improve how they handle their contracts and suppliers.



Understand how to prevent and anticipate risks related to your contracts

Learn about different kinds of risks to watch out for and how to anticipate and prevent them before they happen.



Learn how to manage your suppliers and continuously develop their performance

Discover tips for creating long-term, valuable relationships with your suppliers, tracking and setting their KPIs, while also promoting a culture of continuous development.

Curriculum structure

Practical. Comprehensive. Game changing.

1. Introduction to Contract Management

8 lessons

- Course Introduction
- Module 1 Introduction
- Contract Management in the Procurement Process
- Contract Management and its 3 Pillars
- Contract Management Lifecycle
- The Importance and the Success Factors of Contract Management
- Contract Management Skills
- Key Legal Concepts
- Module 1 Wrap Up

2. Drafting and Negotiating Contracts

9 lessons

- Module 2 Introduction
- Essential Elements of a Contract
- Pitfalls to Avoid
- Causes, Effects, and Impact of Poor Contract Management
- Analyzing the State of Contract Management & Contracts
- Create Your Contract
- Negotiate your contracts
- Your Contract Overview
- Module 2 Wrap Up

3. Managing Contracts and Suppliers

7 lessons

- Module 3 Introduction
- KPIs in Contract Management
- Creating a Contract Management Scorecard
- Supplier Relationship Management
- Risk Management in Contracts
- Contract Management Tactics to Implement
- Module 3 Wrap Up
- Course Wrap Up

MODULE 1

What you can expect

1. Introduction to Contract Management

This module is intended to provide you with a basic introduction to contract management. It starts by showing how contract management fits into the overall procurement process, so you understand why it's important and when to focus on it. You'll then get a brief overview of the three main pillars of contract management, which will be explored in more detail later. This lesson will give you a basic understanding of what they are and why they matter. Next, you'll learn about the Contract Management Lifecycle, including the pre-award, award, and post-award phases. This will help you understand the key steps involved in managing contracts effectively. The module also covers the benefits of good contract management and how it can improve your procurement work. You'll learn what makes contract management successful and why it's worth improving your approach.

Finally, you'll explore the key skills needed to lead contract management and gain a basic understanding of important legal concepts that will help protect your interests in contracts.

Content

1. Course Introduction
2. Module 1 Introduction
3. Contract management in the procurement process
4. Contract management and its 3 pillars
5. Contract management lifecycle
6. The importance and the success factors of contract management
7. Contract management skills
8. Key legal concepts in contract management
9. Module 1 Wrap-Up

MODULE 2

What you can expect

2. Drafting and negotiating contracts

This module focuses on the practical aspects of contract management, specifically the preparation and creation of contracts, which aligns with Pillar 2 from earlier in the course. You'll learn how to analyse contracts, negotiate terms, and draft them, building key skills in this area. Throughout the module, we'll cover common mistakes to avoid, the causes and consequences of poor contract management, how to assess the current state of your contracts, and how to track them effectively.

You'll also learn the key elements every contract should have, and gain a step-by-step guide to creating and negotiating your own contracts.

The lessons will walk you through essential topics like contract assessment, avoiding common pitfalls, and the costs of ineffective contract management. We'll also guide you through contract creation, successful negotiation tactics, and provide a practical template for tracking your active contracts without being overwhelmed by details.

Content

1. Module 2 Introduction
2. Essential elements of a contract
3. Common pitfalls to avoid
4. Causes, effects, and impact of poor contract management
5. Analyzing the state of contract management and contracts
6. How to create your contract
7. How to negotiate your contracts
8. Creating your contract overview
9. Module 2 Wrap-Up

MODULE 3

What you can expect

3. Managing contracts and suppliers

This module will help you learn how to choose the right KPIs for your contract management processes. You'll find out how to monitor performance and ensure compliance by creating a scorecard and tracking your predefined supplier performance measures. You'll also learn how to build strong supplier relationships, with helpful tips and a template for tracking and fostering the development of your suppliers.

Next, the advice we will share on risk management will help you in identifying potential risks and using our template to plan for future challenges. This way, you'll be ready for any situation with a clear action plan. Lastly, we'll share best practices to help you review what you've learned and see the bigger picture in your contract management plan and execution.

Content

1. Module 3 Introduction
2. Essential elements of a contract
3. Common pitfalls to avoid
4. Causes, effects, and impact of poor contract management
5. Analyzing the state of contract management and contracts
6. How to create your contract
7. How to negotiate your contracts
8. Creating your contract overview
9. Module 3 Wrap-Up

Learn in demand skills

Take your career to the next level



Real-world projects

Develop practical skills through learning from real-world examples and studying dozens of inspiring case studies.



Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training program.



Personal coach & practitioner community

Contact your personal coach if you need any assistance or input, and collaborate with procurement professionals from around the world.



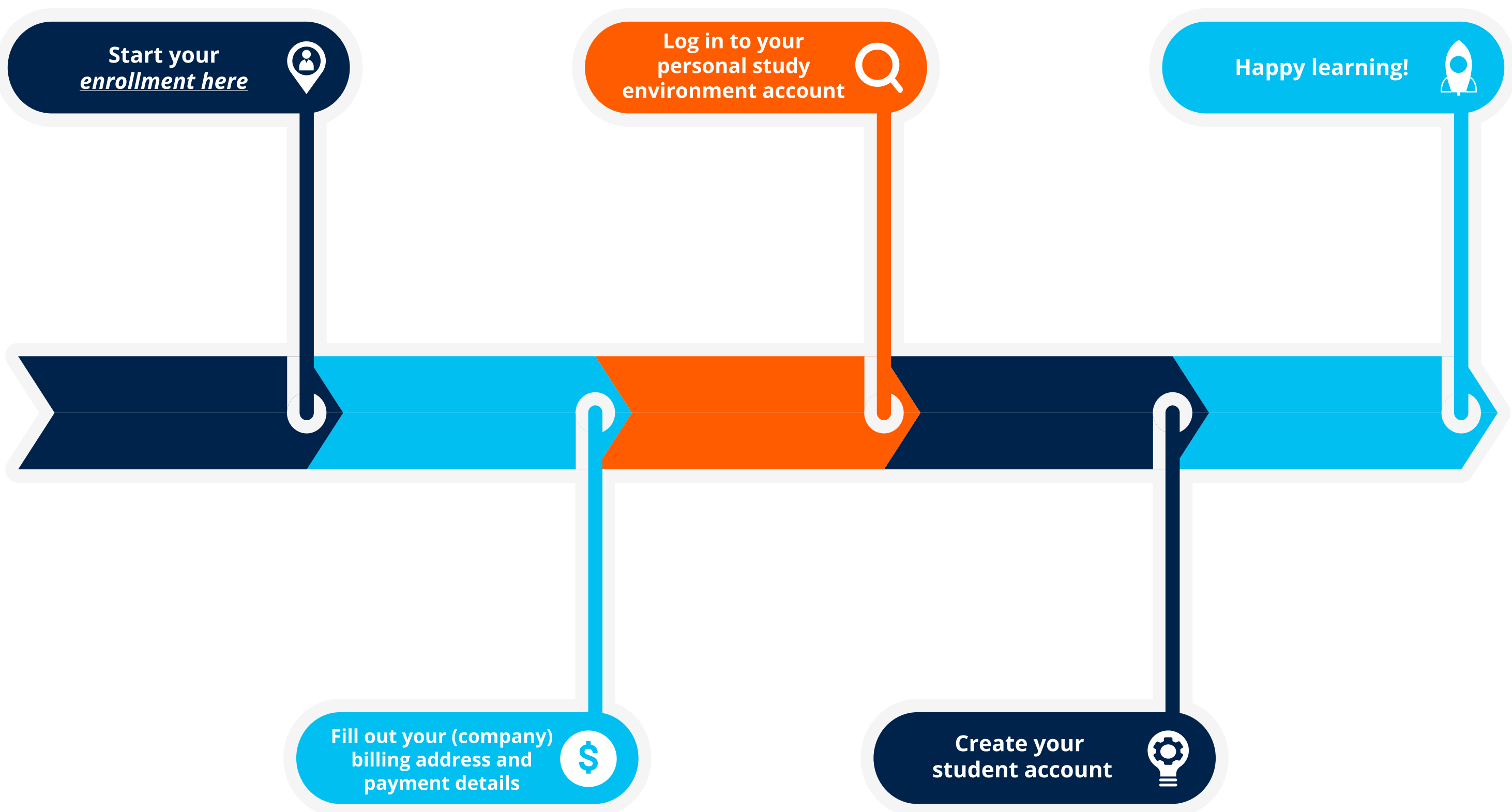
Our Learning Methodology

Enabling learners to be outstanding



How to enroll

Enroll today



Customers give us an average rating of 9.7 out of 10.

"Procurement Tactics helped my team members prepare their negotiation strategies and tactics to achieve better results. It also inspired them to leverage their skills in AI. After these trainings, my team showed more confidence and achieved better results! I highly recommend the Procurement Tactics courses to any procurement professional who wants to improve their skills!"



Jason de Gan, Supply Chain & Sourcing Leader at NRG

