

PROGRAM SYLLABUS

# Contract Management Course

Online Certificate Program

Last update: September 12th, 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 are 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 will 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

**200+ companies trust us**



**Online**, *self-paced learning*



**Subtitles** *in 5 different languages*



**Contract Management** *Templates*



**Interactive** *case studies*



**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 is always looking for new ways to improve his own knowledge and share what he has 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 will 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 is 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 is important and when to focus on it. You will 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 will learn what makes contract management successful and why it is worth improving your approach.

Finally, you will 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 will learn how to analyse contracts, negotiate terms, and draft them, building key skills in this area. Throughout the module, we will 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 will 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 will 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 will find out how to monitor performance and ensure compliance by creating a scorecard and tracking your predefined supplier performance measures. You will 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 will be ready for any situation with a clear action plan. Lastly, we will share best practices to help you review what you have 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

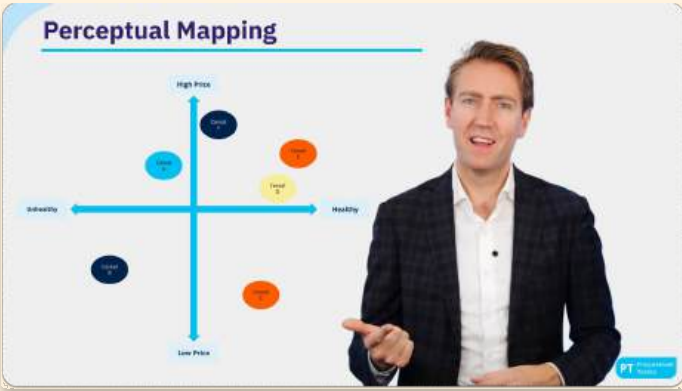
Enabling learners to be outstanding

## 4. APPLY

Learners are given guides and templates so they can walk into their work the next day and apply what they've learned.

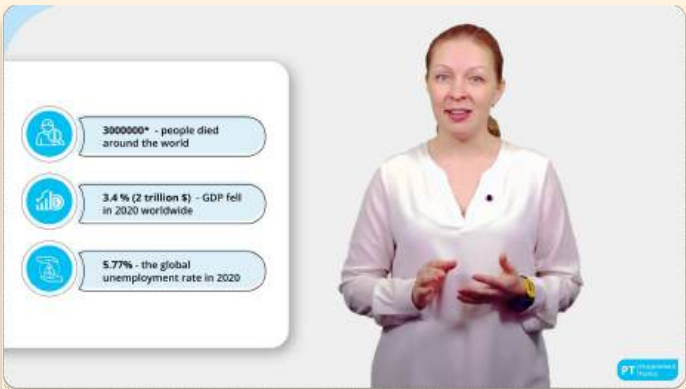
Record of proposals template

Record of proposals	Project	Project	Value	Value
Project	14,000	12,200	14,000	12,800
Volume discount	1.0%	2.0%	1.75%	2.6%
Supplier discount	80,000	150,000		100,000
Supplier discount	30	60	60	
Supplier discount	100	400	Medium	100
Supplier discount	1,000,000	1,000,000	1,000,000	1,000,000
Supplier discount	5	5	10	10



## 1. TELL

Learners understand facts, concepts, processes, and learn best practices.



## 2. SHOW

Learners see examples to bring the concepts to life.

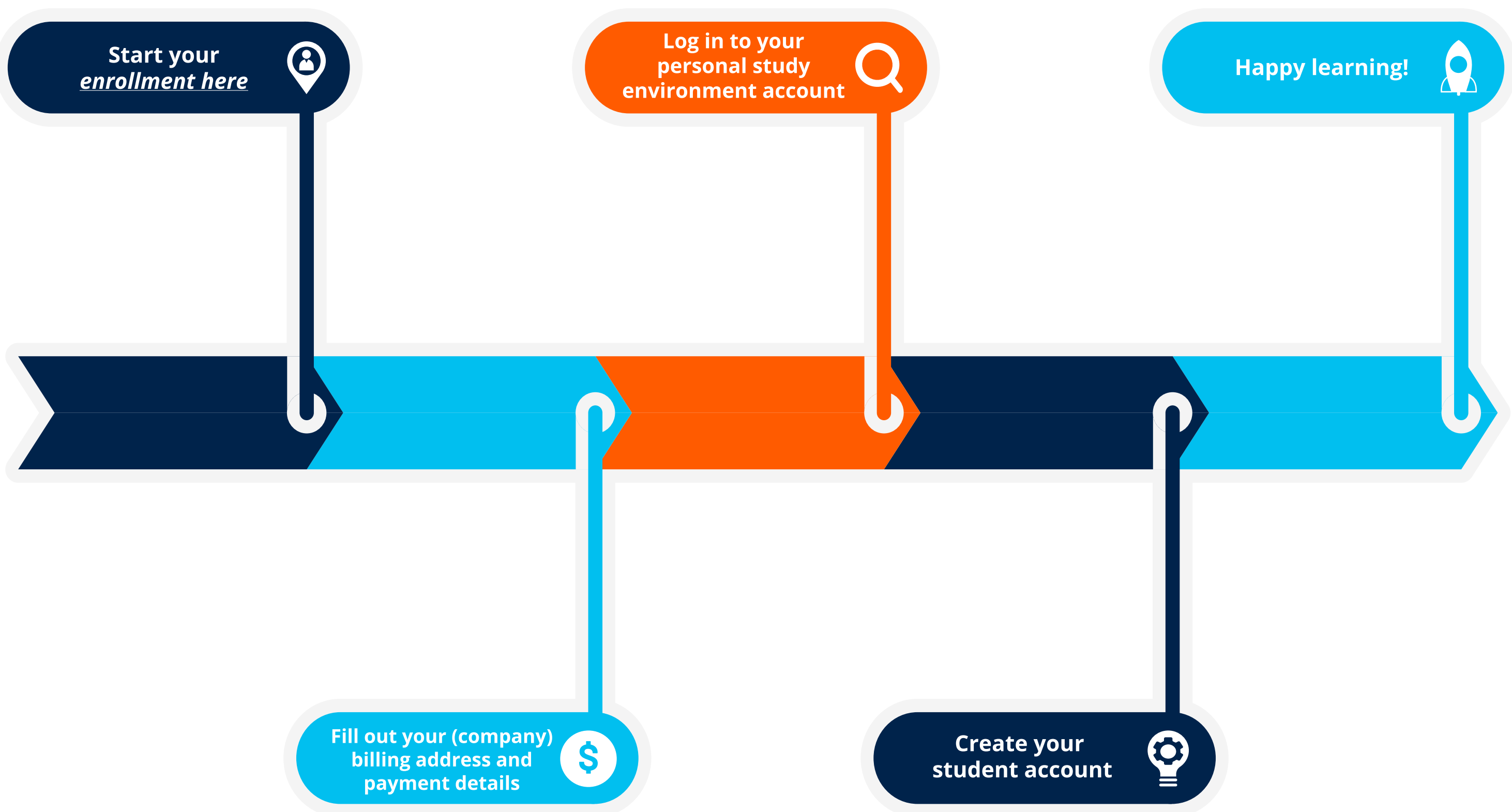


## 3. DO

Learners practice skills and concepts through hands-on activities and case studies.

# 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

