

Training

Contract Management in Practice

Qualification for Contract Managers - certified by TÜV Rheinland



Who's it for?

- Specialists and managers from legal, sales, procurement, controlling, IT and accounting department, responsible for managing and monitoring contracts

The compact training provides solid expertise in organization and tools for professional contract management. You learn to manage contracts with more transparency and efficiency.

Are you taking full advantage of all possibilities of your existing contracts? Are you aware of all benefits which you might claim? Do you know which contracts are affected in case of reorganizations? The acquired knowledge enables you to optimize internal processes, to compliantly implement rules and to save costs.

You finish the training with your certification by TÜV Rheinland.

When and where?

- München April 23 + 24, 2020
- Hamburg May 07 + 08, 2020
- München November 09 + 10, 2020
- Hamburg November 26 + 27, 2020

The training takes place from 10.00 - 17.00, certification by TÜV Rheinland at the end of the second day.

Price

1.895,00 Euro plus VAT

Contact and registration

Dr. Angela Schremmer

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Web www.tract.de

For **individual in-house training** please call us for special conditions and desired date.



Experts

Thomas Hübner is expert for contract management and organization consultancy. He has wide experiences in implementation of complex contract management solutions.

Dr. Angela Schremmer is specialist for contract management and compliance management. She has interdisciplinary knowledge of effective methods and efficient processes in international organizations.

Excerpt from content

Basics

- Importance and life cycle of contracts
- Objectives and tasks in contract management
- Role and tasks of contract manager

Organization

- Methods, processes, interfaces
- Implementation of contract management system
- Risk and compliance management

Contract Design

- Planning and drafting of contracts
- Contract structure and clauses
- Contract optimization, harmonization, standardization

Strategy

- Rollout, centralization, internationalization of contract management within the company
- Activities during merger & acquisition, reorganization
- Verifiable and audit-compliant procedure
- Intercompany contracts, corporate participations

Tools and Technique

- Overview on organization methods and tools
- Pro and cons of Excel, Outlook, CLM software
- Contract metadata
- specific requirements on tools
- Activities for tool selection

Your Benefits

- Know-how of effective contract management, which improves transparency and minimizes risks and costs
- Best practice knowledge for optimization of internal processes and interfaces
- Knowledge of appropriate tools and steps of implementation
- Security in handling contracts, also in complex and global environments
- Detailed training documentation, inclusive check lists for implementation in daily working routine

Terms and Conditions

The participation fee for the 2-day training is 1.895,00 Euro plus VAT (business lunch, soft drinks, documentation and certification fee included). If more than two employees from the same company take part at this training we will grant 10% discount for every additional attendee. In case of later cancellations or no-shows, the total training fee will be charged. A substitute participate is always welcome at no extra charge (please inform us immediately).

Contact

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