

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
- Contract managers and project managers of medium-sized and large companies

The compact training provides solid expertise in organisation 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 reorganisations? The acquired knowledge enables you to optimise internal processes, to compliantly implement rules and to save costs. Can you quantify the risks involved in your contracts?

You finish the training with your certification by TÜV Rheinland.

Dates

Current dates on tract.de/training

Face to face Training

Duration: 2 days, 10.00 -17.00

Price: 1.849,00 Euro plus VAT

Online Training

Duration: 3 days, 09.00 -13.00

Price: 1.749,00 Euro plus VAT

Contact and Registration

Dr. Angela Schremmer

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Web tract.de/training

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



Experts

Thomas Hübner is expert for contract management and organisation 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 organisations.

Content

Basics

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

Organisation

- Organisational methods and processes
- Contract types
- Roles and rights
- Digital contract files
- Risk and compliance management
- Deadline management
- EU general data protection regulation

Contract Design

- Contract planning and design
- Contract structure and clauses
- General terms & conditions
- Contract optimisation

Strategy

- Rollout of contract management company-wide
- Centralisation and internationalisation
- Merger & acquisition
- Restructuring activities
- Verifiable and audit-proof procedure
- Claim management
- Intercompany agreements

Tools and Technique

- Overview on organisational resources and tools
- Pros and cons of the tools
- CLM software
- Contract metadata
- Electronic signature
- Special requirements for tools
- Tool selection activities

Your Benefits

- You will know how to improve transparency, minimise risks, save costs and meet compliance requirements through effective contract management.
- You will learn best practices for effective contract management.
- You will know the steps to implement sustainable contract management.
- You will have an overview of suitable tools in contract management and be able to derive suitable activities.
- You will have more confidence in managing contracts, even in complex situations and in a global environment.
- You will receive detailed training documentation, including practical checklists, for direct implementation in everyday work.

Contact

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