

# CONTRACT MANAGEMENT AND FORMULATION

*This comprehensive program aims to equip you with the knowledge and skills to manage contracts effectively throughout their lifecycle, from formulation and negotiation to performance management and termination. We will also discuss the impact of digitalization on contract management and prepare you for a successful career in this field.*



**15 - 16 AUGUST 2024**  
**RAINBOW TOWERS HOTEL**

## Who Should Attend:

- Contract managers and professionals seeking to enhance their knowledge and skills.
- Business managers and executives involved in contract decision-making.
- Lawyers and legal professionals wishing to deepen their understanding of contract management.
- Business students specializing in contract law or related fields.
- Consultants advising businesses on contract strategies.

## Investment

**6200 ZiG Per Individual Covering:  
2 days Conferencing Training Materials,  
Teas, Lunch, Certificate of Participation  
and 12 CPD**

## Banking Details

**Bank Name: CBZ Bank Limited  
Account Name: Insightful Professionals  
Account No ZiG: 12027088230020  
Account No FCA: 12027088230010  
Branch Name: Robert Mugabe Branch  
Branch Code: 6114**

**FOR TRAINING BOOKINGS AND IN-HOUSE TRAINING CONTACT US ON:  
+263 78 320 8697**

**[www.insightfulprofessionals.com](http://www.insightfulprofessionals.com) | [info@insightfulprofessionals.com](mailto:info@insightfulprofessionals.com)**



**15 - 16 AUGUST 2024**  
**RAINBOW TOWERS HOTEL**

# **CONTRACT MANAGEMENT AND FORMULATION**

## **Objectives**

**Upon completion of this course, attendees should be able to:**

- Understand the fundamentals of contract management and the contract lifecycle.
- Formulate contracts effectively, including strategy development, creation, drafting, and review.
- Negotiate, execute, and administer contracts effectively, and manage associated risks.
- Monitor contract performance, manage contract changes, resolve disputes, and terminate contracts effectively.
- Prepare for a career in contract management and understand future trends in this field, including digitalization and sustainability.

## **Topics to be Covered:**

### **Introduction to Contract Management**

- Understanding Contracts: Definition, types, and importance.
- The Contract Lifecycle: Stages and key activities.
- Roles and Responsibilities in Contract Management: The contract manager, stakeholders, and legal team.
- Key Legal Principles in Contract Law: Offer, acceptance, consideration, and legality of purpose.

**FOR TRAINING BOOKINGS AND IN-HOUSE TRAINING CONTACT US ON:**

**+263 78 320 8697**

**[www.insightfulprofessionals.com](http://www.insightfulprofessionals.com) | [info@insightfulprofessionals.com](mailto:info@insightfulprofessionals.com)**

# **CONTRACT MANAGEMENT AND FORMULATION**

## **Contract Formulation**

- Developing the Contract Strategy: Alignment with business objectives.
- Contract Creation: Essential components and legal requirements.
- Contract Drafting: Clarity, precision, and language use.
- Review and Revision: Importance of reviewing, editing and revising contracts before finalization, strategies for effective revision, and the role of legal counsel in this process.

## **Contract Negotiation and Execution**

- Negotiation Techniques: Preparation, negotiation skills, and closure.
- Contract Signing: Execution, witnesses, and legality.
- Contract Administration: Filing, communicating, and managing contract documents.
- Contract Risk Management: Identification, assessment, and mitigation.

## **Contract Performance Management**

- Monitoring Contract Performance: KPIs, reviews, and audits.
- Managing Contract Changes: Variations, amendments, and renewals.
- Dispute Resolution: Negotiation, mediation, arbitration, and litigation.
- Contract Termination: Reasons, process, and implications.

## **Future Trends in Contract Management**

- Impact of Digitalization on Contract Management: Contract lifecycle management (CLM) systems, e-signature, and AI.
- Sustainable Contracting: Incorporating social and environmental considerations.
- Skills for the Future: Competencies for contract managers in the digital age.
- Preparing for a career in Contract Management: Roles, skills, and certifications.

**FOR TRAINING BOOKINGS AND IN-HOUSE TRAINING CONTACT US ON:**

**+263 78 320 8697**

**[www.insightfulprofessionals.com](http://www.insightfulprofessionals.com) | [info@insightfulprofessionals.com](mailto:info@insightfulprofessionals.com)**



# REGISTRATION FORM

**Name of the Course:**

**BANK NAME: CBZ | INSIGHTFUL PROFESSIONALS**

**AUTHORISING PERSON: ACCOUNT NUMBER FCA: 12027088230010| ZiG: 12027088230020**

<b>Full Names:</b>	
<b>Designation:</b>	
<b>Email Address:</b>	
<b>Company Name:</b>	
<b>Postal Address:</b>	
<b>Postal Code:</b>	
<b>City &amp; Country:</b>	
<b>Nature of Business:</b>	
<b>Date:</b> .....	
<b>Signature:</b> .....	

**By completing and signing the registration form, you acknowledge and accept the terms and conditions**

**DELEGATE/S INFORMATION**

Name	Designation	Mobile Number	Email Address

**Terms and Conditions:**

1. Full payment must reflect in our bank account 3 working days prior to the event, Insightful Professionals Academy reserves the right to move the delegate to the next available event should the payment not be received 3 days prior to the event.
2. Cancellations must be made 21 days prior to the event, cancellations received up to 21 days prior to the event will 50 % refund of the conference fee, cancellation received between 21 days and the date event will forfeit the full conference fee, delegate substitute can be made at any time at no addition cost
3. In case of event postponement or rescheduling, no refund will be made, arrangements for attending the next available event will be considered and Insightful Professionals Academy reserves the right to make such decisions.
4. In the event of a registered delegate not attending the event (no show), no refund will be provided. It is the delegate’s responsibility to inform Insightful Professionals Academy of any changes in attendance prior to the event, as per the cancellation policy.
5. Insightful Professionals Academy reserves the right to refuse entry or remove any delegate who behaviour is deemed inappropriate or disruptive.
6. By attending the event, delegates grant permission to Insightful Professionals Academy to use any photographs or video footage taken during the event for marketing.
7. Insightful Professionals Academy is not responsible for any loss or damage to personal belongings during the event.
8. All materials provided during the event, including but not limited to presentations, documents and videos, are the intellectual property of Insightful Professionals Academy or the respective speakers. Unauthorized use, distribution, or copying of these materials is strictly prohibited.
9. Insightful Professionals Academy reserves the right to make changes to program, including venue, speakers, topics and schedule without prior notice.
10. Insightful Professionals Academy does not guarantee specific results or outcome from attending the event. The views and opinion expressed by speakers, sponsors or other attendees are their own and do not necessarily reflect the views of Insightful Professionals Academy.