

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Contract Management for Non Contract Professionals

Code	City	hotel	Start	End	price	Language - Hours
CO-818SA	Abha	Hotel Meeting Room	2026-11-29	2026-12-03	11950 SR	En - 25

INTRODUCTION

This Contract Management for Non-Contract Professionals training course seeks to provide you with skills to enhance your understanding of key competencies in relation to contracts, commercial obligations and contract law to enhance your leadership presence. By applying this knowledge to your professional role and the tasks and challenges you face in your work, you will augment your contribution to business contract negotiation and management.

Participants will develop the following competencies:

- Projecting confidence by understanding one’s own abilities
- Effective communication to carry a persuasive message across to others
- Building connections that allows you to influence others
- Help your team find creative solutions to workplace challenges

TRAINING OBJECTIVES

This training course aims to enable participants to answer the following questions and achieve the related outcomes:

- What are the fundamentals of contracts?
- What are the fundamental concepts in commercial obligations?
- What variations can be used to reflect differing requirements?
- What are the jurisdictional variations in international business?

- What degree of convergence is there in international contracts?
- What are some of the usual clauses in contracts?
- How can we identify and manage risk in contracts?

TRAINING OUTLINE

Day 1: An Introduction to Contracts

- Understand the notion of offer and acceptance
- Understand the importance of agreement of main terms
- Understand the implications of contractual agreement
- Understand the fundamentals of commercial law and obligations
- Understand the key relationships that underpin these obligations
- Understand the potential consequences for breach of contract
- Understand the concept of legal jurisdiction in contract

Day 2: Commercial Relationships and Obligations

- Explain the contracting structure of international business relationships
- Understand some of the key terms used in the commercial world
- Explain what applied contract law is all about
- Understand the basic relationships involved in: Agency, Partnerships, International Sales (and use of Incoterms), Insurance, Intellectual Property, Dispute Resolution, Insolvency and Bankruptcy

Day 3: Types of Contractual Agreement

- Distinguish between the various contracts
- Consider different commercial arrangements, and how these are covered by contracts
- Conventional contracts – lump sum, schedule of rates, bills of quantities, reimbursable
- Other approaches – risk and reward sharing, BOT contracts

- Different management approaches for different contracts

Day 4: Standard Contracts and Common Terms

- The concept of the model contract
- The use of industry and company standard terms
- A review of some of the clauses in common use in many types of contracts including warranties, defects liability, variations, liquidated damages and penalties, limits of liability, suspension and termination
- The contract management issues arising from some of these clauses

Day 5: Contract Management and Risk Assessment

- The role of the contract manager and administrator
- The methods for controlling third party risk
- The concept of consequential loss
- The concept of frustration of contract and Force Majeure
- Closing out contracts – and keeping records

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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