

AI-Assisted Contract Management Foundation Training Course

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Overview

AI-Assisted Contract Management Foundation Training Course is a one-week course for contract managers, administrators, commercial and procurement personnel, legal operations teams, project controls teams, and supplier managers, who leave with an AI-Assisted Contract Management Toolkit. Participants apply responsible AI for contract professionals to contract data preparation, AI contract review, clause and obligation extraction, contract risk flagging, and AI-assisted contract monitoring with source verification and human approval. Agile Leaders Training Center provides training in AI-assisted contract management.

Who Should Attend

- Contract management personnel responsible for lifecycle controls, obligations, performance, and records
- Contract administration personnel responsible for notices, correspondence, changes, and document coordination
- Commercial personnel responsible for risk, value, claims records, and supplier interactions
- Procurement personnel responsible for contract handover, supplier obligations, and performance evidence
- Legal operations personnel responsible for review workflows, clause resources, and approval routing
- Project controls personnel responsible for change evidence, milestones, reporting, and traceability

The course assumes participants can read contracts and manage basic contract records, and it leaves out legal advice, contract-law instruction, autonomous approval, and model development.

Departments and Industries

The course supports contract work across construction, energy, manufacturing, technology, professional services, logistics, healthcare supply, and public services.

- Contracts and commercial management
- Procurement and supplier management
- Legal operations and corporate services
- Projects, engineering, and project controls
- Finance, risk, and compliance
- Operations and service delivery

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Learning Objectives

By the end of this course, participants will be able to:

- Analyze contract tasks and prioritize appropriate AI assistance
- Apply controls to document preparation, clauses, obligations, and risks
- Use AI to draft reviewable correspondence and record changes
- Build performance, supplier, claim, and exception tracking artifacts
- Evaluate confidentiality, accuracy, traceability, and approval evidence
- Build an AI-assisted contract management toolkit

Course Agenda

Day 1: Contract Data and Responsible Assistance

- Contract Lifecycle Task and AI Opportunity Map
- Document Readiness and Version-Control Checklist
- Confidentiality and Data-Handling Boundary Matrix
- Prompt Brief for Contract Management Tasks
- Human Review and Approval-Rights Charter

Day 2: Clauses, Obligations, and Review

- Clause Extraction and Source-Reference Table
- Obligation, Owner, and Due-Point Register
- Contract Review Question and Evidence Grid
- Deviation and Unusual-Term Flagging Method
- Output Accuracy and Context Verification Protocol

Day 3: Correspondence, Changes, and Claims Records

- Contract Correspondence Drafting and Review Template
- Notice Requirement and Evidence Checklist
- Change Event and Instruction Log
- Claim Fact, Record, and Entitlement Map
- Decision, Approval, and Communication Audit Trail

Day 4: Performance, Suppliers, and Controls

- Contract Performance Indicator Dashboard
- Supplier Obligation and Action Tracker
- Risk, Issue, and Escalation Register
- AI Output Exception and Correction Log
- Contract Review Governance and Assurance Plan

Day 5: Contract Management Practice

- Suggested Exercise: Prepare Contract Data and AI Boundaries
- Suggested Exercise: Extract Clauses and Validate Obligations
- Suggested Exercise: Draft Correspondence and Record a Change
- Suggested Exercise: Review Performance, Risk, and Approval Evidence
- Capstone Exercise: AI-Assisted Contract Management Toolkit

Practical Exercises

The course uses suggested activities that convert contract work into controlled and reviewable AI-assisted artifacts.

- Suggested activity: prepare contract documents, versions, confidentiality boundaries, prompts, review roles, and approval rights
- Suggested activity: extract clauses and obligations, link sources, flag unusual terms, and verify context and accuracy
- Suggested activity: draft correspondence, check notice requirements, and record changes, claims facts, decisions, and communications
- Suggested activity: assemble performance, supplier, risk, exception, correction, escalation, and assurance controls

FAQs

Who suits AI-assisted contract management, and what does the course assume?

AI-assisted contract management suits contract, commercial, procurement, legal operations, project controls, and supplier-management personnel. The course assumes participants can read contracts and maintain basic contract records.

How does AI-assisted contract management differ from contract-law training?

AI-assisted contract management focuses on controlled operational support for documents, clauses, obligations, correspondence, changes, records, performance, and verification, while contract-law training focuses on legal principles, interpretation, rights, and remedies.

How should contract professionals verify AI-extracted clauses and obligations?

Contract professionals should trace every extraction to the governing document, check wording and context, confirm parties, owners, conditions and timing, resolve conflicts across documents, and record professional review and approval.

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How can AI support contract correspondence without creating unauthorized commitments?

AI can prepare a reviewable draft from approved facts, contract references, notice requirements, tone and authority limits. A responsible professional must verify the draft, confirm approval rights, and authorize every external communication.

What controls protect confidential contract information used with AI?

Controls include approved tools, access restrictions, data minimization, redaction, retention limits, secure transfer, prohibited-content rules, activity records, vendor review, incident routes, and human confirmation before sensitive material is processed.

Conclusion

Participants take back an AI-Assisted Contract Management Toolkit linking documents, clauses, obligations, correspondence, changes, claims records, performance, suppliers, risks, verification, and approvals. It changes how contract teams move from informal prompting to controlled professional workflows. The toolkit supports source traceability, confidentiality, accountable review, reliable records, and consistent management action.

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