



## **Contracting Skills Foundations Training Course**



**AGILE LEADERS**  
Training Center

## Contracting Skills Foundations Training Course

### Overview

Contracting Skills Foundations Training Course is a ten-day course for new contract support practitioners who leave with a Contract Support Toolkit. Participants work through requirements, scope, sourcing, contract structures, roles, communication, records, performance checks, changes, issue escalation, handover, and closeout. The course builds reliable support habits without moving into advanced legal drafting, complex claims analysis, or executive governance. Agile Leaders Training Center presents contracting skills foundations through practical checklists, registers, trackers, and handover records.

### Who Should Attend

- Teams supporting contract requirements, sourcing, and award preparation
- Staff coordinating contract records, communications, and approvals
- Functions tracking supplier deliverables, performance, and open actions
- Project personnel supporting variation and issue-control processes
- Operational teams preparing handover and contract closeout records

The course assumes participants support contracts at work; it leaves out legal advice, advanced negotiation, complex claims analysis, and executive decision governance.

### Departments and Industries

The course supports departments and industries that rely on organized contract support.

- Procurement, contracts, commercial, and supply chain
- Projects, operations, finance support, and document control
- Construction, engineering, infrastructure, and facilities
- Technology, telecommunications, and outsourced services
- Manufacturing, transport, logistics, and healthcare

### Learning Objectives

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

- Organize requirements, scope information, and sourcing inputs
- Distinguish basic contract structures, roles, and authority limits
- Maintain controlled communications, approvals, and contract records
- Track deliverables, performance signals, and payment-support evidence
- Apply basic variation, issue, and escalation controls



- Prepare handover, closeout, and lessons records

## **Course Agenda**

### **Day 1: Contracting Lifecycle and Support Roles**

- Contract Lifecycle Stage Map
- Contract Support Responsibility Matrix
- Stakeholder Role and Interface Chart
- Delegated Authority Reference Sheet
- Contract Support Task Planner

### **Day 2: Requirements and Scope Foundations**

- Business Requirement Capture Form
- Scope Boundary Definition Canvas
- Deliverable and Acceptance Register
- Assumption and Dependency Log
- Requirement Clarification Checklist

### **Day 3: Sourcing and Solicitation Support**

- Sourcing Activity Sequence Board
- Supplier Information Request Tracker
- Bid Document Completeness Checklist
- Evaluation Evidence Filing Guide
- Sourcing Communication Control Log

### **Day 4: Contract Structures and Key Terms**

- Contract Structure Comparison Table
- Scope-Time-Price Term Map
- Responsibility and Risk Summary Sheet
- Deliverable Obligation Index
- Contract Term Reference Card

### **Day 5: Award, Mobilization, and Orientation**

- Award Approval Evidence Pack
- Contract Handover Checklist
- Mobilization Readiness Tracker
- Post-Award Orientation Agenda
- Initial Action and Decision Register



## **Day 6: Communications and Record Control**

- Contract Correspondence Routing Map
- Notice and Response Tracker
- Meeting Decision and Action Log
- Document Version Control Register
- Contract File Index Standard

## **Day 7: Deliverables and Performance Monitoring**

- Deliverable Status Dashboard
- Performance Indicator Tracking Sheet
- Service Exception Record
- Payment Support Evidence Checklist
- Supplier Review Preparation Pack

## **Day 8: Variations, Issues, and Escalation**

- Change Request Intake Form
- Variation Status and Approval Log
- Issue Cause and Impact Note
- Escalation Pathway Decision Guide
- Corrective Action Follow-Up Tracker

## **Day 9: Handover and Contract Closeout**

- Completion Evidence Checklist
- Outstanding Item Resolution List
- Asset and Document Handover Register
- Contract Closeout Readiness Review
- Supplier Lessons Record

## **Day 10: Contract Support Practice**

- Exercise: Organize Requirements and Scope Records
- Exercise: Build a Controlled Contract File
- Exercise: Track Deliverables and Performance Signals
- Exercise: Process a Variation and Escalate an Issue
- Capstone Exercise: Contract Support Toolkit

## **Practical Exercises**

The course uses suggested activities to practice foundation contracting skills in workplace settings.



- Suggested activity: organize scope and acceptance records for a technology service.
- Suggested activity: prepare mobilization records for a facilities supplier.
- Suggested activity: track a manufacturing deliverable and its payment evidence.
- Suggested activity: close an infrastructure support contract with unresolved items.

## FAQs

### How is contracting support different from contract management?

Contracting support maintains inputs, records, trackers, communications, and follow-through, while contract management carries broader accountability for commercial decisions, relationships, risk, and results.

### Which lifecycle stages does the course cover?

The course covers requirements, sourcing support, contract structure, award, mobilization, record control, performance monitoring, changes, escalation, handover, and closeout.

### What records should contract support staff control?

They should control approved requirements, scope documents, correspondence, notices, meeting decisions, deliverables, performance evidence, changes, actions, handover items, and closeout records.

### How are variations handled at foundation level?

Participants learn to receive a change request, record its status and authority, collect supporting information, route it for evaluation, track approval, and update affected records.

### What is included in the Contract Support Toolkit?

The toolkit includes lifecycle maps, responsibility charts, checklists, registers, trackers, communication logs, performance sheets, variation records, and closeout tools.

## Conclusion

Participants leave with a Contract Support Toolkit that structures everyday work across the contracting lifecycle. Its practical artifacts help teams organize evidence, route decisions, track performance and changes, escalate issues, and prepare handover and closeout without losing accountability.



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