



Contract Action Control and Execution Foundation Course

1 – 5 November 2026
Cape town

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Ref: 595_145770 **Date:** 1 – 5 November 2026 **Location:** Cape town **Fees:** 4500 Euro

Overview

Contract Action Control and Execution Foundation Course is a five-day course for contract, procurement, project, operations, and commercial professionals who leave with a Contract Action Control Board. Participants convert contract duties, handover information, supplier evidence, payments, changes, risks, escalation points, and closeout conditions into assigned actions and decision records. The course creates an operating link between contract principles and daily contract execution. Agile Leaders Training Center presents contract action control as a practical execution discipline.

Who Should Attend

- Teams converting signed contract terms into assigned operational actions
- Functions coordinating handover, governance, records, and supplier evidence
- Groups monitoring performance, payment, change, risk, and escalation actions
- Personnel maintaining decision records and action ownership
- Managers preparing completion, transition, and closeout checks

The course assumes participants support active contracts and leaves out legal advice, advanced negotiation, detailed claims analysis, and dispute advocacy.

Departments and Industries

The course supports departments and industries that need traceable action control during contract execution.

- Contracts, procurement, projects, commercial, finance, and operations
- Construction, engineering, infrastructure, and facilities services
- Technology, telecommunications, and outsourced services
- Energy, utilities, manufacturing, and industrial maintenance
- Transport, logistics, healthcare, and hospitality operations

Learning Objectives

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



- Apply a contract-to-action conversion method
- Build action ownership and evidence controls
- Analyze supplier performance and payment actions
- Use change, risk, and escalation decision gates
- Prioritize overdue and exception actions
- Evaluate transition and closeout readiness

Course Agenda

Day 1: Converting Contracts into Actions

- Contract Requirement Extraction Method
- Handover Information Intake Checklist
- Duty-to-Action Conversion Table
- Action Owner and Due-Point Matrix
- Contract Action Control Board Design

Day 2: Governance, Records, and Evidence

- Governance Decision Route Map
- Action Evidence Acceptance Criteria
- Correspondence-to-Action Capture Log
- Document Control and Version Register
- Action Status Reporting Dashboard

Day 3: Performance and Payment Actions

- Supplier Performance Action Trigger Sheet
- Service Variance Response Method
- Corrective Action Ownership Tracker
- Payment Evidence Release Gate
- Performance Review Action Minutes

Day 4: Change, Risk, and Escalation Actions

- Change Request Action Pathway
- Risk Response Assignment Register
- Issue Severity Action Matrix
- Escalation Decision Gate
- Exception Authorization Record



Day 5: Contract Action Control Practice

- Exercise: Extract Duties and Assign Actions
- Exercise: Validate Evidence and Update Status
- Exercise: Process Performance and Payment Actions
- Exercise: Route Change, Risk, and Escalation Decisions
- Capstone Exercise: Contract Action Control Board

Practical Exercises

The course uses suggested activities to practice contract action control in operating settings.

- Suggested activity: convert an engineering handover pack into assigned actions.
- Suggested activity: validate supplier performance evidence for a facilities service.
- Suggested activity: route a technology contract change through decision gates.
- Suggested activity: test transition and closeout actions for a logistics agreement.

FAQs

Who suits contract action control and what does it assume?

Contract action control suits professionals who support active agreements and already handle contract information, supplier evidence, assigned work, or operational decisions.

How does contract action control differ from advanced contract management?

Contract action control focuses on converting requirements into owners, evidence, status, and decisions, while advanced contract management addresses complex commercial strategy, portfolio value, negotiations, claims, and senior governance.

How are contract duties converted into controlled actions?

Contract duties are converted by identifying the required result, owner, due point, evidence, dependencies, approval route, status, and escalation trigger in an action record.

What triggers escalation in contract action control?

Escalation is triggered by defined severity, missed due points, insufficient evidence, repeated performance variance, unauthorized change, unresolved risk, or a decision beyond the action owner's authority.

How does a contract action control board support closeout?

A contract action control board supports closeout by showing completed duties, accepted evidence, reconciled payments and changes, resolved exceptions, returned assets or access, retained records, and named residual actions.



Conclusion

Participants take back a Contract Action Control Board linking duties, owners, due points, evidence, status, decisions, and closeout checks. The board turns contract principles into a visible operating rhythm. It improves action ownership, exception handling, decision traceability, and readiness for transition or completion.