



Contract Management Foundations for New Practitioners Course

6 – 10 December 2026
Accra

Contract Management Foundations for New Practitioners Course

Ref: 603_146358 **Date:** 6 – 10 December 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Contract Management Foundations for New Practitioners Course is a five-day foundation course for professionals beginning contract-related duties who leave with a First Contract Navigation Pack. Participants learn to locate parties, scope, duties, deliverables, dates, payment checkpoints, change routes, records, performance follow-up, and closure requirements. The course reduces confusion when newcomers first handle an active agreement by using simple maps and checklists. Agile Leaders Training Center presents contract management foundations through practical document navigation and basic lifecycle actions.

Who Should Attend

- New staff supporting contract records, actions, and routine follow-up
- Procurement functions beginning post-award coordination duties
- Project support teams tracking deliverables and key dates
- Operations staff working with supplier commitments and acceptance
- Finance support roles checking payment information against contract terms

The course assumes no previous contract-management training and leaves out legal drafting, negotiation strategy, advanced controls, claims analysis, and dispute handling.

Departments and Industries

The course supports departments and industries whose staff are beginning contract-related responsibilities.

- Procurement, contracts support, finance, and administration
- Projects, operations, supplier coordination, and service delivery
- Technology, telecommunications, and professional services
- Manufacturing, logistics, and transport
- Healthcare, facilities, energy, and infrastructure

Learning Objectives

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

- Analyze a contract's basic structure and principal information
- Use simple maps for parties, scope, duties, and deliverables
- Build trackers for dates, payments, records, and actions
- Apply basic routes for changes and performance follow-up
- Evaluate completion information against closure requirements



- Create a First Contract Navigation Pack

Course Agenda

Day 1: Reading the Contract Structure

- Contract Document Navigation Map
- Party and Role Identification Sheet
- Definitions and Reference Finder
- Scope Boundary Checklist
- Contract Information Summary Card

Day 2: Duties, Deliverables, and Dates

- Basic Duty Assignment Table
- Deliverable Description Register
- Key Date Tracking Calendar
- Dependency and Sequence Sketch
- Responsibility Clarification Question List

Day 3: Payments, Records, and Follow-Up

- Payment Checkpoint Reading Guide
- Required Record Filing Index
- Meeting Action Tracker
- Routine Performance Follow-Up Sheet
- Contract Communication Record

Day 4: Changes and Basic Closure

- Change Request Route Diagram
- Instruction and Approval Check
- Open Action Status Board
- Completion Evidence Checklist
- Basic Contract Closure List

Day 5: First Contract Navigation Practice

- Exercise: Locate Parties, Scope, and Definitions
- Exercise: Map Duties, Deliverables, and Dates
- Exercise: Check a Payment and Record Trail
- Exercise: Route a Change and Completion Action
- Capstone Exercise: First Contract Navigation Pack



Practical Exercises

The course uses suggested activities to practice basic contract navigation in different work settings.

- Suggested activity: identify parties and scope in a technology support agreement.
- Suggested activity: map deliverables and dates in a logistics contract.
- Suggested activity: check payment information for a facilities service.
- Suggested activity: prepare closure actions for a simple supply agreement.

FAQs

Who suits the Contract Management Foundations for New Practitioners Course, and what does it assume?

It suits professionals beginning contract-related duties and assumes no previous contract-management training, while basic workplace experience with documents, suppliers, projects, operations, or finance is useful.

How do contract management foundations differ from advanced contract management?

Contract management foundations teach document navigation, basic lifecycle roles, simple trackers, and routine actions, while advanced contract management addresses complex governance, risk allocation, claims, disputes, and strategic decisions.

What is a First Contract Navigation Pack?

A First Contract Navigation Pack is a starter set of maps and checklists for parties, scope, duties, deliverables, dates, payments, records, changes, follow-up, and closure.

How should a new practitioner read an active contract?

A new practitioner should first locate the governing documents, parties, definitions, scope, duties, deliverables, dates, payment terms, change route, record requirements, acceptance conditions, and closure provisions.

What work product does foundation contract management training create?

Participants create a First Contract Navigation Pack that organizes the information and routine actions needed to support an active contract.



Conclusion

Participants leave with a First Contract Navigation Pack for their initial contract responsibilities. The pack turns a dense agreement into accessible maps, trackers, and checklists. New practitioners can use it to find essential information, follow routine actions, maintain basic records, and recognize when a question needs authorized support.