Electronic Contracts and Digital Transactions Administration Course

22 February – 5 March 2027
Addis Ababa

AGILE LEADERS
Training Center

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Ref: 611_223829 **Date:** 22 February – 5 March 2027 **Location:** Addis Ababa **Fees:** 6400 Euro

Overview

Electronic Contracts and Digital Transactions Administration Course is a two-week intermediate course for contract, digital commerce, legal operations, finance, and technology professionals who leave with an Electronic Transaction Control File. Participants apply electronic contract formation, electronic signature controls, digital transaction evidence, electronic records management, and agreement administration through decision tools and controlled artifacts. The course addresses fragmented consent, identity, execution, evidence, and follow-through. Agile Leaders Training Center presents electronic contracts and digital transactions as a connected operational discipline.

Who Should Attend

- Contract functions responsible for preparing and administering electronic agreements
- Digital commerce functions responsible for transaction journeys and platform terms
- Legal operations functions responsible for approvals, signatures, and records
- Finance functions responsible for transaction evidence and authorized payment terms
- Technology project functions responsible for system requirements and control interfaces

The course assumes participants handle business agreements or digital workflows and leaves out jurisdiction-specific legal advice, software development, cryptocurrency trading, and e-commerce marketing.

Departments and Industries

The course supports departments and industries that create, execute, or retain electronic agreements and transaction records.

- Contracts, procurement, commercial, and legal operations
- Digital commerce, information technology, finance, and records management
- Banking, insurance, technology, and telecommunications
- Retail, logistics, professional services, and hospitality
- Healthcare, education, manufacturing, and utilities

Learning Objectives

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

- Compare electronic and paper-based contract processes
- Apply electronic offer, acceptance, and attribution controls
- Evaluate identity, signature, seal, and trust evidence
- Build electronic record and transaction evidence structures
- Analyze platform terms, data interfaces, and security responsibilities
- Use amendment, dispute, renewal, and closeout controls

Course Agenda

Day 1: Electronic Transaction Foundations

- Functional Equivalence Assessment Matrix
- Technology Neutrality Decision Guide
- Electronic-versus-Paper Process Map
- Digital Transaction Stakeholder Canvas
- Applicable-Requirements Research Checklist

Day 2: Electronic Contract Formation

- Electronic Offer and Acceptance Sequence Map
- Consent Capture Control Sheet
- Data Message Attribution Matrix
- Dispatch and Receipt Evidence Log
- Contract Formation Exception Register

Day 3: Identity and Signature Controls

- Signer Identity Verification Workflow
- Electronic Signature Reliability Checklist
- Digital Certificate Validation Record
- Electronic Seal Use Decision Tree
- Signature Authority and Delegation Matrix

Day 4: Electronic Records and Evidence

- Electronic Record Integrity Framework
- Transaction Evidence Chain Map
- Original-Record Equivalence Checklist
- Retention and Retrieval Schedule
- Acknowledgment-of-Receipt Record

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Day 5: Drafting Digital Agreement Terms

- Digital Contract Architecture Template
- Platform Access and Use Clause Matrix
- Electronic Notice and Communication Schedule
- System Availability Responsibility Map
- Digital Execution Clause Review Grid

Day 6: Data and Security Interfaces

- Transaction Data Handling Map
- Confidentiality and Access Control Matrix
- Cybersecurity Responsibility Allocation Table
- Incident Notification Workflow
- Data Return and Deletion Checklist

Day 7: Vendors and Platform Operations

- Digital Vendor Due Diligence Scorecard
- Service Integration Dependency Map
- Authentication Service Control Register
- Platform Change Impact Assessment
- Digital Service Exit Plan

Day 8: Cross-Border and Automated Transactions

- Cross-Border Transaction Issue Map
- Electronic Communications Applicability Checklist
- Automated Contracting Decision Record
- Human Oversight Control Design
- Machine-Generated Error Response Matrix

Day 9: Administration and Resolution

- Electronic Duty and Milestone Tracker
- Digital Amendment Approval Workflow
- Transaction Exception and Dispute Log
- Renewal Readiness Assessment
- Electronic Agreement Closeout Checklist

Day 10: Electronic Transaction Practice

- Exercise: Map Electronic Offer and Acceptance
- Exercise: Validate Signature and Identity Evidence
- Exercise: Build a Transaction Evidence Chain
- Exercise: Assess a Platform Amendment
- Capstone Exercise: Electronic Transaction Control File

Practical Exercises

The course uses suggested activities to practice electronic contract and transaction controls across business settings.

- Suggested activity: map consent, attribution, dispatch, and receipt evidence for an online service purchase.
- Suggested activity: evaluate identity, signature, and record controls for a financial services agreement.
- Suggested activity: allocate data and cybersecurity responsibilities in a technology vendor contract.
- Suggested activity: administer an amendment, dispute record, renewal decision, and closeout for a logistics platform.

FAQs

Who suits the Electronic Contracts and Digital Transactions Administration Course, and what does it assume?

It suits professionals who prepare, approve, execute, or administer digital agreements and assumes they can review business requirements, coordinate stakeholders, and maintain controlled records.

How does electronic contract administration differ from general contract management?

Electronic contract administration concentrates on digital formation, consent, identity, signatures, data messages, electronic records, and platform evidence, while general contract management covers wider commercial planning and supplier performance.

What evidence supports electronic contract formation?

Electronic contract formation is supported by records showing the offer, acceptance, intent, attribution, authority, consent, dispatch, receipt, version, and integrity of the relevant data messages.

How should electronic signatures and digital certificates be controlled?

Electronic signatures and digital certificates should be controlled through identity checks, authority validation, certificate status review, secure execution, integrity verification, audit records, and exception handling under applicable requirements.

What belongs in a digital transaction evidence file?

A digital transaction evidence file should connect approved terms, identities, authority, consent, signatures, messages, timestamps, acknowledgments, versions, amendments, duties, exceptions, retention rules, and closeout records.

Conclusion

Participants leave with an Electronic Transaction Control File for their working environment. The file connects formation, identity, signatures, records, platform terms, data responsibilities, security interfaces, changes, disputes, renewals, and closeout. Teams can use it to preserve transaction evidence, assign control ownership, and administer electronic agreements through a traceable process.