

Advanced Contract Management for Non-Legal Professionals Course

13 – 24 December 2026
Kuwait

AGILE LEADERS
Training Center

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Ref: 573_264851 **Date:** 13 – 24 December 2026 **Location:** Kuwait **Fees:** 11000 Euro

Overview

Advanced Contract Management for Non-Legal Professionals Course is a two-week advanced course for business decision makers who leave with a Non-Legal Contract Management Playbook. Participants connect contract management for non-legal professionals to business requirements, scope, commercial terms, negotiation, authority, risk allocation, performance obligations, change control, records, escalation, renewal, exit, and closeout. The course turns dispersed commercial activity into a controlled contract lifecycle with visible ownership and decisions. Agile Leaders Training Center presents contract lifecycle management through practical business artifacts.

Who Should Attend

- Teams responsible for turning business needs into contract requirements and scopes
- Functions reviewing commercial terms, risks, approvals, and negotiation positions
- Groups administering supplier or customer performance, changes, and records
- Personnel owning contract governance, escalation, renewal, exit, and closeout decisions
- Business leaders coordinating legal, finance, procurement, technical, and operational input

The course assumes participants already negotiate, administer, or monitor contracts, and it leaves out legal advice, professional certification, litigation strategy, and jurisdiction-specific legal opinions.

Departments and Industries

The course supports departments and industries that rely on disciplined commercial agreements and contract ownership.

- Procurement, commercial management, sales, and finance
- Projects, engineering, construction, and infrastructure
- Operations, facilities, logistics, and supply chains
- Technology, professional services, and shared services
- Healthcare, education, hospitality, and public services

Learning Objectives

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

- Analyze business requirements, scope, deliverables, and commercial terms
- Evaluate clause implications, authority, approvals, and risk allocation
- Build negotiation positions and a contract management plan
- Apply performance, change, record, and relationship controls
- Prioritize issues, escalation, renewal, exit, and closeout decisions
- Design a Non-Legal Contract Management Playbook

Course Agenda

Day 1: Business Need and Contract Lifecycle

- Business Need and Contract Purpose Statement
- Contract Lifecycle Stage and Decision-Gate Map
- Stakeholder, Owner, and User Requirement Register
- Commercial Outcome and Value-Driver Canvas
- Pre-Award Handover and Readiness Checklist

Day 2: Scope and Deliverable Definition

- Scope Boundary and Exclusion Matrix
- Deliverable, Acceptance, and Dependency Register
- Service Requirement and Output Specification Template
- Interface, Assumption, and Constraint Log
- Requirement Traceability and Ambiguity Review Method

Day 3: Commercial Terms and Risk

- Commercial Term and Pricing-Mechanism Comparison Grid
- Contract Risk Allocation and Ownership Matrix
- Liability, Remedy, and Exposure Review Checklist
- Insurance, Security, and Financial-Control Schedule
- Business Risk Appetite and Exception-Escalation Route

Day 4: Clause Review for Business Managers

- Clause Purpose and Operational-Impact Review Method
- Rights, Duties, and Condition Mapping Table
- Notice, Time-Bar, and Communication Requirement Tracker
- Confidentiality, Information, and Access Control Register
- Clause Query, Advice, and Decision Record

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Day 5: Negotiation and Approval Controls

- Negotiation Objective and Issue-Priority Canvas
- Position, Interest, Alternative, and Concession Matrix
- Trade-Off Package and Approval Boundary Model
- Negotiation Record and Open-Point Register
- Authority Matrix and Contract Approval Workflow

Day 6: Mobilization and Governance

- Contract Management Plan Structure and Ownership Map
- Mobilization, Transition, and Kickoff Checklist
- Governance Forum and Decision-Rights Charter
- Supplier and Customer Relationship Operating Rhythm
- Contract Communication and Reporting Calendar

Day 7: Performance and Financial Management

- Performance Obligation and Measure Register
- Service Review and Exception Dashboard
- Invoice Validation and Commercial Reconciliation Checklist
- Incentive, Credit, and Remedy Decision Table
- Performance Recovery and Improvement Action Plan

Day 8: Change, Records, and Issue Control

- Change Request, Impact, and Authorization Workflow
- Contract Baseline and Version-Control Index
- Meeting, Correspondence, and Decision Evidence Log
- Issue, Dependency, and Escalation Matrix
- Claim Avoidance and Early-Resolution Protocol

Day 9: Renewal, Exit, and Closeout

- Renewal Option and Business-Case Evaluation Model
- Exit Trigger and Transition Readiness Checklist
- Termination Consequence and Continuity Impact Map
- Deliverable Acceptance and Obligation Closure Register
- Contract Closeout, Archive, and Lessons Record

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Day 10: Contract Lifecycle Integration Practice

- Exercise: Validate Business Need, Scope, and Deliverables
- Exercise: Review Terms, Risks, Clauses, and Authority
- Exercise: Build Governance, Performance, and Change Controls
- Exercise: Resolve Issues and Test Renewal or Exit Decisions
- Capstone Exercise: Non-Legal Contract Management Playbook

Practical Exercises

The course uses suggested activities to connect business intent, contract decisions, operational controls, and lifecycle outcomes.

- Suggested activity: convert a service need into scope boundaries, deliverables, acceptance criteria, interfaces, assumptions, and traceable requirements.
- Suggested activity: review commercial terms and clauses, then prepare risk positions, negotiation trades, authority limits, and an approval record.
- Suggested activity: build governance, performance, financial, change, records, and escalation controls for a supplier relationship.
- Suggested activity: test renewal, exit, continuity, and closeout decisions, then integrate the outputs into a Non-Legal Contract Management Playbook.

FAQs

Who suits advanced contract management for non-legal professionals and what does it assume?

It suits managers and business teams responsible for negotiating, owning, administering, or monitoring contracts and assumes participants already contribute to commercial agreements or supplier and customer relationships.

How does contract management for non-legal professionals differ from legal contract training?

Contract management for non-legal professionals develops commercial judgment, ownership, negotiation, administration, performance, change, and lifecycle controls, while legal contract training concentrates more deeply on legal doctrine, drafting, interpretation, and legal remedies.

What belongs in a Non-Legal Contract Management Playbook?

A Non-Legal Contract Management Playbook connects requirements, scope, terms, risks, negotiation positions, approvals, governance, performance, changes, records, escalation, renewal, exit, and closeout controls.

How should business managers review contract clauses?

Business managers should review each clause for purpose, operational impact, rights, duties, conditions, time requirements, financial exposure, dependencies, authority needs, and questions requiring qualified legal advice.

How does contract lifecycle management support closeout?

Contract lifecycle management supports closeout by confirming acceptance, unresolved obligations, final financial positions, information return, access removal, transition actions, records retention, ownership transfer, and lessons for later agreements.

Conclusion

Participants take back a Non-Legal Contract Management Playbook that connects business requirements, commercial decisions, governance, performance, change, and closeout. The playbook makes ownership, authority, records, exceptions, and lifecycle gates visible across business functions. It helps organizations administer contracts with consistent controls while routing legal questions to qualified advisers.