

Topic: Contracts

Course: **CONTRACTS & CONTRACT MANAGEMENT**

General information

◆ Aim of the course

To understand the contractual concepts and main clauses in a standard contract.

◆ Learning goals

- Understand the international legal framework
- List the necessary conditions to have a valid commercial contract
- Recognise and use some "standard" clauses in contracts
- Understand Contract Life Cycle management
- Understand the key actions to consider before, during and after the deployment of Contracts.

◆ Audience

Category managers, senior and strategic buyers.

◆ Prerequisites

- A good command of English or French
- Have the necessary [technical equipment](#) to follow online courses.

◆ Learning mode & pedagogy

- 1) **Theoretical e-learning** through individual self-paced sessions. This first step has to be considered as the essential pre-work for:
- 2) Learning **application in online group classes**. Participants use actively their knowledge and put it into practice in workshops, role-plays, case studies, presentations and debates.

Theoretical learning content - Estim. duration: 4 hrs

6 e-modules:

1. Contracts fundamentals

Fundamentals - Contract specificities - Contract deployment - Contract performance.

2. Overview of Legal Concepts

Legal families - Legal framework - Governing laws.

3. Overview of Contracts

Contract formation & validity - Important legal terms & definitions - Types of contracts - Battle of the forms.

4. Contracts Performance & Main Clauses - part 1

Introducing contract performance framework - Basic contract features - Conclusion: Key contractual clauses.

5. Contracts Performance & Main Clauses - part 2

Introduction - Commitment & Commercial terms - Bank guarantees, contract duration, transfer of risks & titles - IP, Insurance, Force Majeure, Hardship.

6. Contracts Performance & Main Clauses - part 3

Introduction - Conformity, defects & liability - Damages & consequences - Contract discharge & performance.

Reading: Contracting for performance

Videos: How to improve contract management
Incometerms 2020 explained



Dates of first & last classes / 3 sessions per language:

In **English**: from 08 to 15 April 2025
from 20 to 27 May 2025
from 12 to 18 November 2025

In **French**: from 07 to 14 April 2025
from 19 to 26 May 2025
from 12 to 17 November 2025



Programme of the trainer-led classes - 3,5 hrs x 2

I. Contracts & Contract Management

- Quiz & recap of the e-learning: main legal families, framework and different contract types
- Workshop: Contract formations & validity
- Mini-case-study and debriefing
- Lecture & discussion: Main clauses
- Discussion & recap of the topics.

II. Contract Life Cycle & Analysing Clauses

- Quiz on the e-learning & recap of the previous session
- Lecture & discussion: Anomalies in contracts
- Case study: Key clauses with potential pitfalls
- Business case discussion
- Workshop: to identify tasks in a complete contract life cycle
- Individual quiz to validate the understanding of the course.