



London TDM

Legal and Contracts Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 02 November 2025 To 06 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

The "Managing Contracts and Service Agreements" course is designed to equip professionals with the essential skills and knowledge necessary to effectively manage, negotiate, and oversee contracts and service agreements. Through interactive sessions and comprehensive content, participants will gain a thorough understanding of contract frameworks, risk management, compliance, and communication strategies to ensure successful contractual relationships in various business environments.

Objectives

- Understand the fundamentals of contracts and service agreements.
- Identify and mitigate potential risks in contract management.
- Learn effective negotiation and communication techniques.
- Enhance skills in monitoring and enforcing contract compliance.
- Develop strategies for resolving disputes and maintaining relationships.

Course Outlines

Day 1: Introduction to Contracts and Service Agreements

- Overview of contract types and structures
- The legal foundations of contracts
- Key elements of a service agreement
- Understanding terms and conditions
- Roles and responsibilities in contract management

Day 2: Contract Development and Negotiation

- Identifying contract objectives and goals
- Setting clear and achievable terms
- Strategies for successful contract negotiation
- Leveraging leverage and identifying common pitfalls
- Role-playing negotiation scenarios

Day 3: Risk Management and Compliance

- Identifying potential risks in contract execution
- Creating risk mitigation strategies
- Compliance with legal and regulatory requirements
- Monitoring and evaluation of contract performance
- Ensuring contract enforceability

Day 4: Managing and Monitoring Contracts

- Tracking contract milestones and deliverables
- Developing an efficient contract management system
- Tools and technologies for contract management
- Handling amendments and modifications
- Communication strategies for contract management

Day 5: Dispute Resolution and Relationship Management

- Identifying common causes of contract disputes
- Strategies for dispute resolution and negotiation
- Maintaining positive relationships with partners
- Learning from past contract experiences
- Future trends in contract management