



Contract Management Essentials



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🕒 1 day 📍 Live Online, Face-to-Face, Workplace 💰 \$ 1,600

Today, over 17% of the Australian workforce is an independent contractor and around 85% of all workplace functions are outsourced.

Our modern workplaces are inundated with contracts of all sizes, and many professionals need to have a solid understanding of contract management in order to do their jobs. It's fair to say that contract management is no longer exclusively the realm of the legal profession.

This two-day Contract Management Essentials course teaches participants how to sit confidently at the table when legal and contract discussions are occurring, hold their own, and successfully communicate, negotiate, and brief their requirements to meet their business contract objectives.

This course is designed to give contract administrators, managers, administration professionals, and contractors themselves the templates, terminology, glossaries, skills, and knowledge to engage with lawyers and suppliers alike.

Participants who complete this course will have improved contract and legal literacy so they can have effective conversations with lawyers, brief them accurately, and manage their contracts function compliantly.

This course is especially valuable for SME business owners who have experienced rapid growth, their contracts have grown accordingly, and they now need to step-up their legal engagements and contract robustness.



Discover more at swi.nu/contracts

Course highlights

- Be contract literate; enabling you to engage and brief lawyers, and understand industry terminology.
- Understand the fundamental concepts of contract management.
- Manage the tendering and selection process.
- Monitor and review the performance of contractors.
- Understand how to identify and manage contract risks.
- Resolve disagreements with suppliers.
- Manage contract variations and successfully end contracts.

Who should attend?

Contract administrators and general administrators will find great value in this course. It is suitable for anyone who

is a contractor themselves, who works in an organisation that outsources work, or is seeking to raise their contract literacy to better brief lawyers or review supplier agreements.

Learning objectives

By completing this course, participants will be able to:

- Have confidence during meetings that involve contract discussions.
- Understand legal terminology and employ it correctly.
- Be able to brief and assess work from legal suppliers.
- Be able to communicate and negotiate supplier contracts effectively.
- Receive a participant course training manual to take with you.

What you can expect

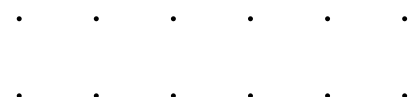
- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.

Dates

View dates and register for this course.



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The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or edge@swinburne.edu.au.




"Very useful course. A range of topics were covered and great examples given by both the facilitator and the group. Examples were relatable and current."

Brittany
Participant,
Contract Management Essentials





Contact us

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