

MASTERING CONTRACTS MANAGEMENT – THE OXFORD MBA



GENTEX[®]
TRAINING CENTER



Introduction

Contract management is one of the most critical pillars of modern business success. Organizations around the world rely on well-structured contracts to ensure smooth operations, mitigate risks, and protect their interests. Yet, managing contracts effectively requires more than just legal understanding; it demands strategic insight, negotiation skills, and practical management techniques.

This intensive five-day training program, Mastering Contracts Management The Oxford MBA, is designed to help professionals build comprehensive knowledge and confidence in managing all stages of the contract lifecycle. The course combines practical experience, real-world case studies, and business management perspectives inspired by global best practices. Participants will explore how effective contract management supports strategic decision-making, compliance, and value creation within organizations.

By engaging with this program, participants will gain a deeper understanding of contract structures, negotiation dynamics, and performance monitoring, enabling them to manage contractual relationships with clarity, precision, and efficiency.

Mastering Contracts Management The Oxford MBA Course Objectives

- Understanding the fundamentals of contract law and management frameworks.
- Developing the ability to draft, review, and manage contracts across different industries.
- Enhancing negotiation and communication skills for successful contract outcomes.
- Learning how to mitigate risks and manage disputes effectively.
- Identifying key performance indicators (KPIs) for contract monitoring and evaluation.
- Strengthening ethical awareness and governance in contractual relationships.
- Integrating strategic contract management into organizational performance.



Course Methodology

The course uses an interactive approach that combines lectures, discussions, practical workshops, case studies, and real-life contract simulations. This ensures participants can apply what they learn immediately in their work environments.

Who Should Take This Course

This course is ideal for professionals involved in contract preparation, negotiation, and management, including:

- Procurement and purchasing managers
- Legal and compliance officers
- Project and operations managers
- Finance and administration professionals
- Contract analysts and coordinators
- Executives and entrepreneurs seeking to enhance contractual governance

Mastering Contracts Management The Oxford MBA Course Outlines

Day 1: Foundations of Contract Management and Law

- Understanding the importance of contracts in business strategy
- Key elements and structure of a valid contract
- Legal principles influencing contract formation
- Essential clauses and terms for protecting organizational interests
- International contract frameworks and conventions
- Case study: Contract pitfalls and lessons learned

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Day 2: Drafting, Negotiation, and Risk Allocation

- Techniques for drafting clear and enforceable contracts
- Structuring clauses for performance, payment, and penalties
- Negotiation strategies for win-win outcomes
- Managing cultural and cross-border challenges in negotiation
- Allocation of risks and liabilities between parties
- Practical exercise: Reviewing and improving contract drafts

Day 3: Contract Administration and Performance Management

- The role of contract administrators and key stakeholders
- Tools and systems for effective contract tracking
- Managing deliverables, timelines, and milestones
- Performance monitoring and reporting methods
- Using KPIs to measure contract success
- Workshop: Designing a contract management dashboard

Day 4: Managing Disputes, Breaches, and Amendments

- Recognizing early warning signs of contractual issues
- Managing change orders, amendments, and variations
- Dispute resolution mechanisms: mediation, arbitration, litigation
- Documentation and communication during disputes
- Building resilience and preventing future conflicts
- Real-world case studies on dispute management

Day 5: Strategic and Ethical Contract Management

- Aligning contract management with corporate strategy
- Ensuring transparency and compliance in all transactions
- Ethical considerations and governance frameworks



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- Integrating digital tools and AI in contract management
- Creating long-term value through sustainable contracting practices
- Final project: Developing a strategic contract management plan

Conclusion

By successfully completing Mastering Contracts Management The Oxford MBA with Gentex Training Center, participants will gain the confidence and competence to manage the entire contract lifecycle strategically and effectively. They will be equipped to analyze risks, negotiate confidently, and maintain positive, compliant, and value-driven partnerships that support organizational growth and sustainability.

