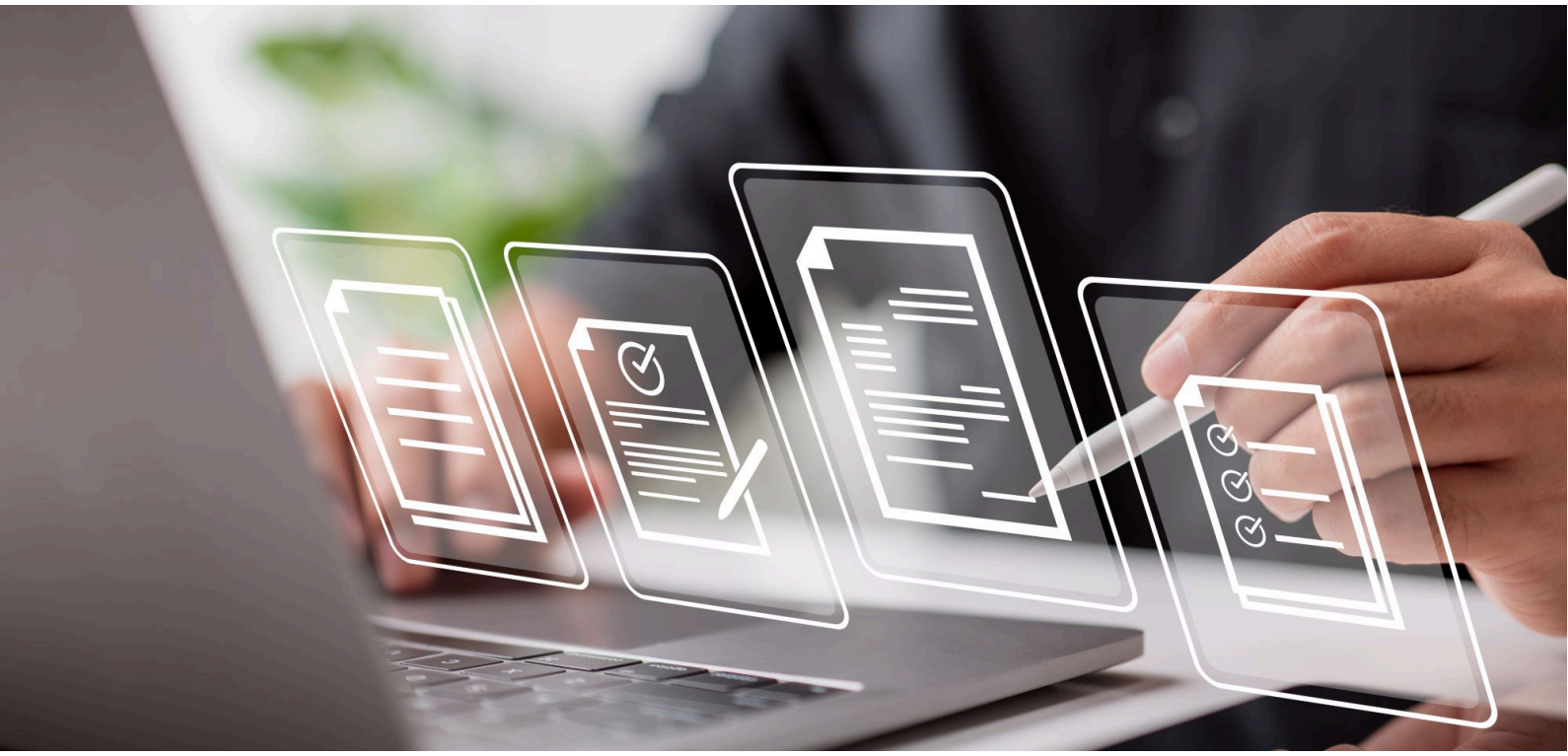
IPI Academy

falconbury



Presented by
Falconbury

The Complete Contract Managers Toolkit

8-9 March 27
+ 4-5 October 27

Expert-led contract management training course covering legal requirements, commercial considerations, governance and risk management for optimal project outcomes. Proactively manage your contracts, anticipate risks and resolve problems before they become critical.

Format:
Live online

CPD:
12 hours for your records

Certificate of completion

Course overview

Transform your approach to contract management with this practical, expert-led training course designed for commercial and contracts professionals who want to maximise value while minimising risk.

This course focusses on contracts from a commercial perspective, rather than just as a legal document. It provides insights into how to successfully ensure projects/contracts are completed, with practical remedies, rather than just focussing on monetary compensation, so disputes and costly litigation are avoided. By learning how to turn aspirations into clear contractual obligations and ensuring both parties have the same expectations, alongside agreeing practical governance of pre-agreed processes to capture opportunities and minimise potential risks.

Key topics covered include:

- **Master contract fundamentals:** Cut through legal complexity and jargon by learning a proven framework to analyse commercial contracts. Understand how statutory requirements and negotiated terms work together and master a simple three-category system: (i) promises/obligations, (ii) procedures/governance, and (iii) liabilities/consequences that makes contract reviewing straightforward and systematic.
- **Turn contracts into strategic tools:** Move beyond compliance to strategic advantage. Learn how to use a contracts as a proactive risk management instrument, reassigning liability to protect your organisation's interests.
- **Build stakeholder alignment:** Reflect on the interdependency of the relationship and shared objectives – if one party fails the project fails. Develop practical action plans that bring internal teams and external partners together around clearly assigned contract obligations and responsibilities. You'll learn how to facilitate collaboration, manage expectations and ensure everyone understands their role in achieving contract success.
- **Anticipate and mitigate risk:** Gain the skills to spot potential challenges before they critically impact the project and cause disputes. You'll learn systematic approaches to risk identification, analysis and mitigation, that protect your bottom line,and preserve relations.
- **Implement with confidence:** Leave with a logical, comprehensive methodology for reading, managing and implementing contracts that delivers results. You'll know exactly what's required from you, your team, and your contracting partners to meet legal obligations while achieving business objectives.

This highly interactive training course combines expert instruction with practical application. The expert trainer uses a mix of real-world case studies, workshop exercises, and practical examples drawn from commercial experience, alongside the theory, to enable you to develop immediately applicable skills and takeaway tools.

Benefits of attending

Contract drafting and management carries significant responsibility - ensuring organisational agreements deliver maximum value while minimising risk. This practical training course equips professionals with comprehensive skills to transform contracts from legal documents into strategic business tools, creating clarity around obligations, the realisation of potential opportunities, proactive risk mitigation, and measurable business value.

Central to the training course is understanding the fundamental interdependency between contracting parties: when suppliers succeed, buyers succeed, and vice versa. You'll learn proven strategies to foster collaboration, align expectations, and create win-win outcomes that strengthen business relationships while protecting organisational interests. The course ensures all stakeholders understand their interconnected roles and provides practical frameworks for communication and collaboration that drive optimal results for everyone involved.

Whether your contracts are local, national or global, by attending this training course you will:

- **Understand** the structure of a legal contract
- **Boost** your knowledge to manage the legal obligations and requirements set out in a contract
- **Be confident** that you are operating under a legally binding contract
- **Appreciate** fully what has been agreed between the contracting parties and what the legal obligations and responsibilities of each are
- **Recognise** the allocation of liability and risk between the contracting parties
- **Realise** what the consequences will be if either party does not comply with the contract
- **Grasp** the importance of being proactive in establishing a project plan, monitoring work and driving progress
- **Get to grips** with the importance of the interdependency of a contracting relationship
- **Value** the benefits of undertaking a recap at the end of a contract's life to capture lessons learned and gain from the learning curve of 'what went well'
- **Master** new skills through the use of practical exercises and case studies with feedback from the expert trainer

Practical exercises, facilitation and discussion sessions are used throughout the course to ensure delegates have a clear appreciation of the added value gained from being proactive in the planning and management of a contract

Who should attend?

This training course is ideal for commercial managers, procurement professionals, project managers, operational team members and business leaders who regularly work with contracts but may not have formal legal training. It will be beneficial to all stakeholders and every member of the project and contract delivery team including:

- Contracts managers
- Commercial managers
- Project / bid managers
- Technical/ operational team members
- Finance managers
- Business development managers
- Sales managers
- Procurement managers
- Contract administrators, officers and specialists

This highly experiential training course is a must-attend event if you are:

- Drafting and negotiating contract documents
- Managing the execution of commercial contracts
- Accountable and/or responsible for the successful completion of contracts
- Drafting and negotiating contract documents
- Unclear of the obligations that contracts place legally on you and your organisation
- In need of a refresher on the risks associated with a project

This course is presented without the use of legal jargon.

Programme

Day 1

The purpose and structure of an express term contract

- Legal protection
- Capturing and giving clarity to agreement / obligations to avoid misunderstandings, misinterpretation, and disputes
- Setting out governance / management of the contracting relationship
- Defining and assigning liability/ consequences of breach
- Developing proactive risk management for practical remedies rather than litigation
- Realising all potential opportunities for improvements and efficiencies

Protection: Ensuring the contract is legally binding

- *Exercise – Co-op v ILC (now Fujitsu)*
- Creating a legally binding contract – Legality, Intent, Legal Capacity, Agreement, Consideration (LILAC)
- Unfair Contract Terms Act
- Invitation to Treat v Offer / Letter of Intent v Authority to Proceed

Structure of an express term contract

- Understanding the relationship between Civil (Contract and TORT) and Criminal law
- Understanding difference between Contract law ('promises' law) & TORT ('duty of care' law)
- Components of the 'whole' Agreement
  - Implied terms (statute)
  - Express terms (negotiated terms agreed verbally, in writing or by conduct)
- Understanding the starting position in statute (Implied terms) and how, and why, Express terms are used to amend or deviate from the Implied terms
- 'Why' deviate from statute: Clarity; proactive risk management / effective governance
- The 3 simple areas of an express term contract
  - Promise clauses – contractual obligations
  - Procedural clauses – governance / control & managing relationship
  - Liability / consequence clauses – proactive risk management
- Model form contracts / Order of precedence
- *Exercise – Multiple choice review of implied terms in statute*

Express Term Promise clauses

- Deviating from Sale of Goods Act / Supply of Goods and Services Act
- Capturing ALL promises within the legal contract – Suppliers AND Buyers
- Implications of the 'Reasonable' rule in English contract law
- Importance of using the 'Definitions' section in the contract
- Best endeavours v reasonable endeavours
- Acceptance criteria:
  - Quantitative not qualitative, SMART, KPIs /SLAs
  - Satisfactory quality only or also 'fitness for purpose' - Performance v Conformance specification
- *Exercise – Review of a real life scope of supply to determine quality and identify ownership of contractual obligations*
- *Exercise – Drafting a future opportunities express term clause*

Day 2

Express Term Procedural clauses

- Applicable law
- Privity of contract v Rights of 3rd Party Act
- Right to assign / Right to subcontract
- Complete / Entire Agreement, non-reliance clause
- Order of precedence
- Price / Payment / Set off
- Authorised representative (power of attorney) - amendments, waiver concessions
- Right of visibility / transparency of progress - reporting, reviews, auditing, witnessing
- Dispute resolution – litigation, arbitration, mediation
- Termination for convenience
- Force majeure / Frustrated Contracts Act

Express Term Consequence / liability clauses

"Majority of contracts are a 'blame game' not a partnership"

- Liability in statute – Unlimited consequential damages. Compensation not penalty
- Monetary compensation / right to termination for breach
- Passing liability / risk
  - Exclusion, Disclaimer, Indemnity clauses, assumptions / caveats
  - Terminology: 'shall / will' or 'should / could'
- Limiting liability / risk (which in part is also passing part of liability)
  - Express term limiting / capping liability clauses
  - Solution express term clauses: 'warranty' – solution not monetary compensation. Plan Bs / contingency planning
- Sole and exclusive remedy, excluding liability in statute including TORT
- Unfair Contract Terms Act
- Late Payment Act
- *Exercise – Review of real-life express terms and conditions, identify ownership of legal liability of contractual obligations identified in scope. Cross checking all contractual documents, scope and terms and conditions*

Pro-active risk management methodology

- Cross checking ALL contractual documents for consistency / alignment
- Reassigning liability - placing risk with party best able to manage that potential risk
- Practical remedies not monetary compensation
- Solutions, remedies, plan Bs, optimum outcome when Plan A is no longer possible
- Combining 'Waterfall process' and 'Agile' approach

Proactive risk management process

- Identification
- Evaluate – probability v impact / cost. Risk appetite – 'adverse' or 'taker'
- Contingency / mitigation planning – 4 T's approach with focus on 'Treat'
- *Exercise – Traffic light exercise for evaluating potential risks*
- *Exercise – Settlement zone exercise. Taking the Risk Register to the next level and incorporating Plan B's / contingency plans / optimum solution into the legally binding contract. Practical remedies to keep the project moving forward*

Presenter



Catherine Hurst

Catherine Hurst BSc(Hons), CIMDip, PgDL, is an independent consultant in the contract and commercial fields. She was formerly a Commercial Manager at BAe Systems, following previous contract/commercial roles with GEC and Siemens. She has extensive practical experience of bid management, contract drafting and negotiation, contract and subcontract management as well as commercial risk management, both with UK and overseas customers and suppliers, in the private and public sectors.

She is a highly experienced trainer, having a style which brings a subject to life, creating interest and stimulating the enthusiasm of delegates. She combines academic best practice with real world experience.

She lecturers Chartered Institute of Procurement and Supply (CIPS) diploma, levels 4, 5 & 6 at Chichester college. As well as being a member of CIPS, Catherine has a degree in Management Studies, a Chartered Institute of Marketing diploma and more recently achieved a distinction in her Common Professional Examination (CPE)/Post-grad diploma in law, winning the prize for the highest achieving student in the contract law module.

Catherine has successfully provided training to organisations across a wide variety of industries, including:

Transport / utilities / energy / construction / engineering / IT / telecons: Network Rail, ScotRail, Balfour Beatty, London Underground, Westinghouse Springfields Fuels, General Dynamics, Siemens, Metronet, Thales, ABB, Hitachi, Jungheinrich, Honeywell, PALL Europe, Senior Aerospace BWT, RES (Renewable Energy Systems), AGI, Silvertown, QinetiQ, Clyde Pumps / Weir Pumps, Scottish Power, NCOC (North Caspian Operating Company), Computacentre, CISCO, BT, United Utilities

Health / pharmaceutical / education: Nuffield Health, Surrey PCT, Bristol Myers-Squibb, Newcastle University, Exeter University

Public: Forensic Science Services, Office for National Statistics, DARA (Defence Aviation Repair Agency), Metropolitan Police

Charity: Phoenix Futures, Homegroup

Retail: Co-op

Course dates

8-9 March 27	**Live online** 09:30-17:00 **UK (London)** (UTC+00) *Course code 17083*	GBP **999** ~~1,199~~ EUR **1,399** ~~1,679~~ USD **1,607** ~~1,919~~ **Until 11 Jan**
4-5 October 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17316*	GBP **999** ~~1,199~~ EUR **1,399** ~~1,679~~ USD **1,607** ~~1,919~~ **Until 09 Aug**

How to book

Online:
ipi.academy/155

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★★

I wanted a revision of contract law, important things to look out for and the tools to help with dissecting a contract - I got all of this! Catherine was fantastic and very knowledgeable. Catherine was helpful at applying the content to our work places / roles. She delivered the course well, used case law to explain each point (also making it memorable) - fab course provider! Was fantastic and would recommend to anyone.

Emma Stevenson
Contracts Manager
Abbott Risk Consulting
Sep 14 2026

★★★★★

The course was better than expected. Speaker made it easy and interesting, I really enjoyed it. The presentation was also really good. Great course.

Ana Fernandez
Legal Administrative
Cloverty
Jun 11 2025

★★★★★

Very, very good. I have understood how to edit and modify out current contracts along with rewriting them to make them more meaningful. 5* across all areas.

Mark Barlow
Regional General Manager
Palletways
Jun 11 2025

★★★★★

Really amazing content. [Seminar] has given me a great in depth understanding. 5*.

Sachvinder Plaha
Senior Contract Manager
Johnson & Johnson
Dec 4 2024

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



ALEKSANDRA BEER
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com



YESIM NURKO
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com



Harry ALTAMONT
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com

IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

10-12 Rivington Street
London EC2A 3DU

ipi.academy
Tel: +44 (0)20 7749 4749
Email: info@ipiacademy.com