

COURSE OVERVIEW LS0127-3D Contracts Managements and Compliance

Course Title

Contracts Managements and Compliance

Course Date/Venue

Session 1: September 06-08, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Session 2: November 01-03, 2026/Crowne Meeting Room, Crowne Plaza Al Khobar, an IHG Hotel, Al Khobar, KSA



Course Reference

LS0127-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



70% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.



This course is designed to provide participants with a detailed and up-to-date overview of Legal Aspects of Contracts and Contracts Risk Management and Compliance. It covers the contract law, essential elements of a valid contract, types of contracts and key contractual clauses; the contract lifecycle management, principles of effective contract drafting, contract interpretation rules and risk allocation through contracts; negotiating key terms and identifying cross-border contracts; and the contract risks and risk assessment tools and frameworks.



Further, the course will also discuss the mitigation of contractual risks, complying risks in contracts and monitoring and auditing contract risks; the contract compliance frameworks and corporate governance in contracts; the ethics in contract management and regulatory and legal compliance issues; the technology in compliance management and breach of contracts and remedies; and the dispute resolution mechanisms and international contract enforcement.

During this interactive course, participants will learn the continuous improvement in contract management covering post-contract reviews and audits, updating contract templates and playbooks and building organizational knowledge base; and the best practices in contract risk and compliance by standardizing clauses across the organization, embedding compliance in procurement policies, training and upskilling contract managers and building a culture of accountability.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to: -

- Apply and gain an in-dept knowledge on legal aspects of contracts and contracts risk management and compliance
- Discuss contract law, essential elements of a valid contract, types of contracts and key contractual clauses
- Employ contract lifecycle management, principles of effective contract drafting, contract interpretation rules and risk allocation through contracts
- Negotiate key terms and identify cross-border contracts, contract risks and risk assessment tools and frameworks
- Mitigate contractual risks, comply risks in contracts and monitor and audit contract risks
- Recognize contract compliance frameworks and corporate governance in contracts
- Apply ethics in contract management and identify regulatory and legal compliance issues
- Employ technology in compliance management and explain breach of contracts and remedies
- Discuss dispute resolution mechanisms and international contract enforcement
- Carryout continuous improvement in contract management covering post-contract reviews and audits, updating contract templates and playbooks and building organizational knowledge base
- Implement best practices in contract risk and compliance by standardizing clauses across the organization, embedding compliance in procurement policies, training and upskilling contract managers and building a culture of accountability

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of legal aspects of contracts and contracts risk management and compliance for contract managers, administrators, coordinators, legal advisors, compliance officers, procurement, purchasing, supply chain professionals, project managers, risk managers, internal auditors, finance and commercial managers and other technical staff.

Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the **President of DSR Consulting** and the **Professor of Business Studies Unit (BSU) at Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level in Financial & Credit Risk Management, Advanced Commercial Analysis, Analyzing Financial Data, Commercial Management, Commercial Acumen, Commercial Negotiation Techniques, Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Effective Commercial Negotiation, Suppliers & Contractors Management, Suppliers**

Assessment & Performance Monitoring, Effective Purchasing & Supplier Selection, Developing & Working with Suppliers, Contractors & Service Level Agreement, Dealing with, Contract Risk Management, E&PD Contracts Policy, Risk Insurance, Contract Management Guidelines & Practices, Contracts Monitoring & Evaluation, Contracts & Suppliers Risk Identification, Contract Terms & Conditions, Contract Terminations, Advanced Suppliers & Contractors Management, Contractor Performance Evaluation, Claim Analysis & Dispute Resolution, Insurance Management, Budgeting & Forecasting, Budget Preparation & Control, Budget Planning & Monitoring, Leadership & Change Management, Project Procurement Management, Human Resources Management (HRM), Presentation Skills, Negotiation Skills, Interpersonal Skills, Communication Skills, Collaboration Skills, Developing Effective Partnership, Project Gate System Procedures, Adaptability & Flexibility, Learning & Self Development, Industrial Relationships, Driving Performance, Performance Measurement, Performance Goal Implementation, Time Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Competency Based Training & Design Plan, Logistics & Supply Chain Management, Quality Management, Project Management, Contract Management, Operations Management, Procurement Management, Entrepreneurship and International Business.

Mr. Robinson has over **30 years** of international experience in **Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization.** Further, he is a **Registered Assessor of Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing.**

As a leader in the **Quality, Procurement and Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Procurement Manager, Financial Manager, Contracts Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator,** etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems.**

Mr. Robinson has a **Master degree in Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor degree with Honors in Business Management and Administration** and **Diplomas in Medical Technology, Marketing Management, Business Management and Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 70% Practical Exercises, Case Studies, Engaging Slides/Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities, Ice Breaking Activities, Group Activities and E-learning associated with the course topic is preferred

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Contract Law <i>Definition & Role of Contracts in Business • Sources of Contract Law (Common Law, Civil Law, Statutes) • Differences Between Domestic & International Contracts • Importance of Enforceability</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Essential Elements of a Valid Contract <i>Offer & Acceptance Principles • Consideration & Mutual Obligations • Legal Capacity of Parties • Intention to Create Legal Relations</i>
1030 – 1100	Types of Contracts <i>Fixed-Price versus Cost-Plus Contracts • Bilateral vs. Unilateral Contracts • Standard Form versus Bespoke Contracts • Express versus Implied Terms</i>
1100 - 1130	Key Contractual Clauses <i>Force Majeure Provisions • Indemnity & Limitation of Liability • Confidentiality & IP Rights • Governing Law & Jurisdiction</i>
1130 – 1215	Contract Lifecycle Management <i>Stages: Initiation → Drafting → Negotiation → Execution → Closure • Role of Contract Managers & Legal Teams • Digital Contract Lifecycle Management Tools • Post-Award Contract Monitoring</i>
1215 – 1230	<i>Break</i>
1230 – 1300	Case Study – Validity of a Commercial Contract <i>Example of Disputed Validity in Court • Identification of Missing Elements • Legal Implications of Unenforceability • Group Reflection on Preventive Measures</i>

1300 – 1315	Principles of Effective Contract Drafting <i>Importance of Clarity & Precision • Avoiding Ambiguous Language • Use of Standard Terms versus Custom Terms • Plain English versus Legalese</i>
1315 – 1330	Contract Interpretation Rules <i>Literal versus Purposive Interpretation • Contra Proferentem Principle • Role of Courts & Arbitrators • Practical Examples of Misinterpretation</i>
1330 – 1400	Risk Allocation through Contracts <i>Identifying Contractual Risks • Transferring versus Retaining Risk • Shared Risk Models • Negotiating Fair Allocation</i>
1400 - 1420	Negotiating Key Terms <i>Price & Payment Terms • Delivery Schedules & Milestones • Performance Guarantees • Remedies for Breach</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	Cross-Border Contracts <i>Choice of Law & Dispute Resolution Clauses • International Commercial Terms (Incoterms 2020) • Challenges of Multiple Jurisdictions • Role of Treaties & Conventions (CISG, New York Convention)</i>
0830 – 0930	Workshop – Drafting Key Contract Clauses <i>Drafting a Limitation of Liability Clause • Drafting a Force Majeure Clause • Drafting Confidentiality Provisions • Group Review & Feedback</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Identifying Contract Risks <i>Legal Risks (Unenforceable Terms, Illegal Provisions) • Commercial Risks (Non-Performance, Insolvency) • Operational Risks (Delays, Defects) • Financial Risks (Currency, Inflation, Interest Rate)</i>
1100 – 1130	Risk Assessment Tools & Frameworks <i>Risk Matrices & Heat Maps • FMEA (Failure Mode & Effects Analysis) • ISO 31000 Risk Management Principles • Contractual Risk Registers</i>
1130 – 1215	Mitigating Contractual Risks <i>Insurance Requirements in Contracts • Warranties, Bonds & Guarantees • Escrow & Retention Arrangements • Contingency Planning</i>
1215 – 1230	<i>Break</i>
1230 – 1300	Compliance Risks in Contracts <i>Anti-Bribery & Corruption Compliance (FCPA, UK Bribery Act) • Trade Sanctions & Export Control Risks • Data Protection & GDPR Implications • ESG & Sustainability Compliance Clauses</i>
1300 – 1315	Monitoring & Auditing Contract Risks <i>KPIs for Risk Management in Contracts • Supplier/Vendor Risk Assessments • Contract Audit Programs • Early Warning Indicators</i>
1315 - 1330	Case Study – Managing Risk in a Complex Project <i>Example of a Failed Contract Due to Poor Risk Allocation • Identification of Overlooked Risks • Lessons Learned from Litigation/Arbitration • Discussion of Improved Risk Controls</i>

1330 – 1400	Contract Compliance Frameworks <i>Importance of Compliance in Contract Management • Compliance Obligations in Procurement & Supply Chain • Integration of Compliance Programs with Contracts • Monitoring Compliance Performance</i>
1400 - 1420	Corporate Governance in Contracts <i>Role of Boards & Executives in Contract Governance • Delegation of Authority Policies • Internal Controls in Contract Approvals • Documentation & Audit Trails</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0830	Ethics in Contract Management <i>Ethical Issues in Negotiations • Conflicts of Interest Management • Transparency & Fairness Principles • Code of Conduct in Contracting</i>
0830 – 0900	Regulatory & Legal Compliance Issues <i>Industry-Specific Regulatory Requirements (Oil & Gas, Construction, IT) • Government Contracting Compliance (Public Sector) • Employment Law & Labor Obligations in Contracts • International Trade Compliance</i>
0900 - 0930	Technology in Compliance Management <i>Digital Contract Management Platforms • AI-Powered Compliance Monitoring Tools • E-Signatures & Blockchain-Based Smart Contracts • Cybersecurity & Data Protection Compliance</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Case Study – Compliance Failures & Consequences <i>Review of a Bribery Scandal Linked to Contracts • Role of Weak Compliance Monitoring • Financial, Legal & Reputational Damage • Lessons for Strong Compliance Programs</i>
1030 – 1100	Breach of Contract & Remedies <i>Types of Breaches (Minor, Material, Anticipatory) • Remedies: Damages, Specific Performance, Rescission • Liquidated Damages versus Penalties • Limitation of Liability Enforcement</i>
1100 - 1130	Dispute Resolution Mechanisms <i>Negotiation & Mediation • Arbitration (ICC, LCIA, UNCITRAL Rules) • Litigation in Domestic & Foreign Courts • Hybrid Approaches (Arb-Med-Arb)</i>
1130 – 1215	International Contract Enforcement <i>Recognition of Foreign Judgments • New York Convention for Arbitral Awards • Enforcement Challenges Across Jurisdictions • Role of Treaties & Bilateral Agreements</i>
1215 – 1230	<i>Break</i>
1230 – 1300	Continuous Improvement in Contract Management <i>Lessons Learned from Completed Projects • Post-Contract Reviews & Audits • Updating Contract Templates & Playbooks • Building Organizational Knowledge Base</i>
1300 – 1330	Best Practices in Contract Risk & Compliance <i>Standardizing Clauses Across the Organization • Embedding Compliance in Procurement Policies • Training & Upskilling Contract Managers • Building a Culture of Accountability</i>

1330 - 1345	Capstone Workshop - End-to-End Contract Risk & Compliance Simulation <i>Participants Analyze a Case Contract • Identify Legal, Risk & Compliance Issues • Propose Solutions & Amendments</i>
1345- 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

70% of this highly-interactive course is practical sessions. Theory learnt (30%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

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