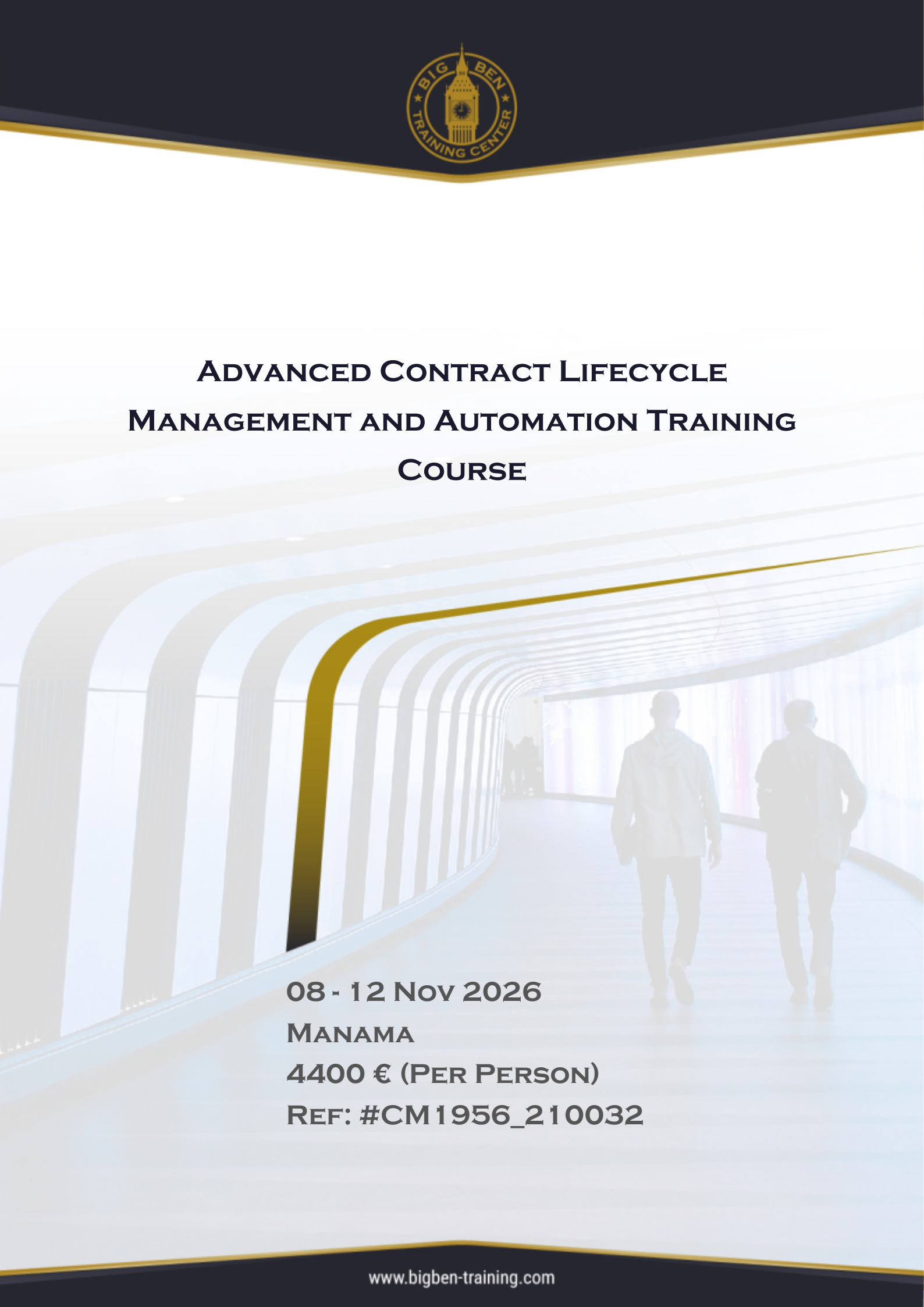
Advanced Contract Lifecycle Management and Automation Training Course



08 - 12 Nov 2026

Manama

4400 € (Per Person)

Ref: #CM1956_210032

Course Introduction / Overview:

In today's fast-paced business world, managing contracts manually is no longer a sustainable option. The process is prone to errors, delays, and a lack of visibility that can lead to significant financial and legal risks. This training course is designed to give you a complete understanding of how to use Contract Lifecycle Management (CLM) automation tools to streamline your entire contract process. We will explore how automation can improve efficiency, ensure compliance, and unlock the full value of your agreements. Our curriculum is built on the principles of digital transformation, drawing on the work of academic and industry pioneers like Timothy A. P. Reiner, an expert in legal technology and the author of "Smart Contracts: The Technology and Applications of the Automated Agreement." His insights on the future of contracts are a key part of our program. At BIG BEN Training Center, we understand that implementing CLM automation is more than just buying software. It requires a strategic approach to workflow design, data migration, and user adoption. This course provides a hands-on guide to help you select the right tools, customize them to your needs, and implement a system that will transform how your organization handles contracts. You will learn how to automate everything from contract creation and negotiation to post-execution management and renewal tracking, ensuring that every agreement is a strategic asset.

Target Audience / This training course is suitable for:

- Contract administrators and managers.
- Legal and compliance professionals.
- Procurement and purchasing specialists.
- Sales and business development managers.
- IT and digital transformation leaders.
- Financial officers and analysts.
- Senior executives and department heads.

Target Sectors and Industries:

- Technology and software.
- Financial services and banking.
- Healthcare and pharmaceuticals.
- Manufacturing and supply chain.
- Retail and e-commerce.
- Government agencies and public services.
- Legal services and consulting.

Target Organizations Departments:

- Legal and compliance.
- Procurement and purchasing.
- Sales and marketing.
- IT and business systems.
- Finance and accounting.
- Human resources.
- Operations.

Course Offerings:

By the end of this course, the participants will have able to:

- Assess and improve their current contract management processes.
- Select the right CLM automation tools for their organization's needs.
- Design and implement automated contract workflows and approval chains.
- Use AI-powered features for drafting, redlining, and risk analysis.
- Create a centralized, searchable contract repository with version control.
- Automate obligation tracking and set up alerts for key milestones.
- Generate insightful reports and analytics to improve contract performance.

Course Methodology:

This training course uses a highly practical and tool-based methodology to help you master CLM automation. Our approach combines expert-led lectures with hands-on exercises and case studies focused on leading CLM platforms. You will get to work directly with simulated contract automation tools to practice setting up templates, configuring workflows, and managing the full contract lifecycle. The program includes workshops on data migration from legacy systems and a deep dive into using AI to extract key clauses and identify risks. We will use a variety of tools, including workflow design software and dashboard customization options, to show you how to build a system tailored to your needs. We encourage active participation and provide opportunities for you to get personalized feedback from the instructor. At BIG BEN Training Center, we believe this immersive approach is the best way to ensure you gain the confidence and technical skills needed to successfully implement CLM automation in your workplace.

Course Agenda (Course Units):

Unit One: Understanding Contract Lifecycle Management

- The stages of the contract lifecycle.
- Introduction to CLM automation and its benefits.
- Assessing your organization's current contract process.
- Identifying pain points and opportunities for automation.
- Choosing the right CLM software and vendor.

Unit Two: Automation and Workflow Design

- Designing automated workflows and approval chains.
- Using templates and clause libraries for contract creation.
- Implementing electronic signatures for faster execution.
- Managing redlining and version control in real time.
- Building a central, searchable contract repository.

Unit Three: AI and Post-Execution Management

- Using AI for data extraction and risk analysis.
- Automating obligation tracking and performance monitoring.
- Setting up automated alerts and reminders for key dates.
- Managing contract renewals and amendments.
- Integrating CLM with other business systems.

Unit Four: Implementation and Change Management

- Developing a CLM implementation roadmap.
- Data migration strategies.
- User training and adoption best practices.
- Measuring ROI and success metrics.
- Troubleshooting and maintenance of a CLM system.

Unit Five: Case Studies and Advanced Topics

- Analyzing real-world CLM implementation case studies.
- Exploring advanced features like predictive analytics.
- Managing compliance and security in an automated system.
- Future trends in legal tech and smart contracts.
- Final project: designing a complete CLM workflow for a business.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can a company's investment in CLM automation tools transform its legal and contracting functions from a cost center focused on administrative tasks into a strategic business partner that proactively drives revenue and mitigates risk?

What unique qualities does this course offer compared to other courses?

This training course is different because it is a hands-on guide to implementing CLM automation, not just a theoretical overview. While other programs may talk about the concept of contract management, our curriculum gives you the technical skills to actually use the tools that automate it. We focus on practical applications, with workshops and exercises that allow you to work with simulated software, design workflows, and solve real-world problems. We also go beyond the initial setup to cover advanced topics like AI integration and change management, which are crucial for long-term success. The course is designed for professionals who need to do more than just understand the benefits of automation; they need to know how to make it happen. You will leave with the ability to lead a digital transformation of your organization's contract process, turning it into a streamlined, strategic asset.