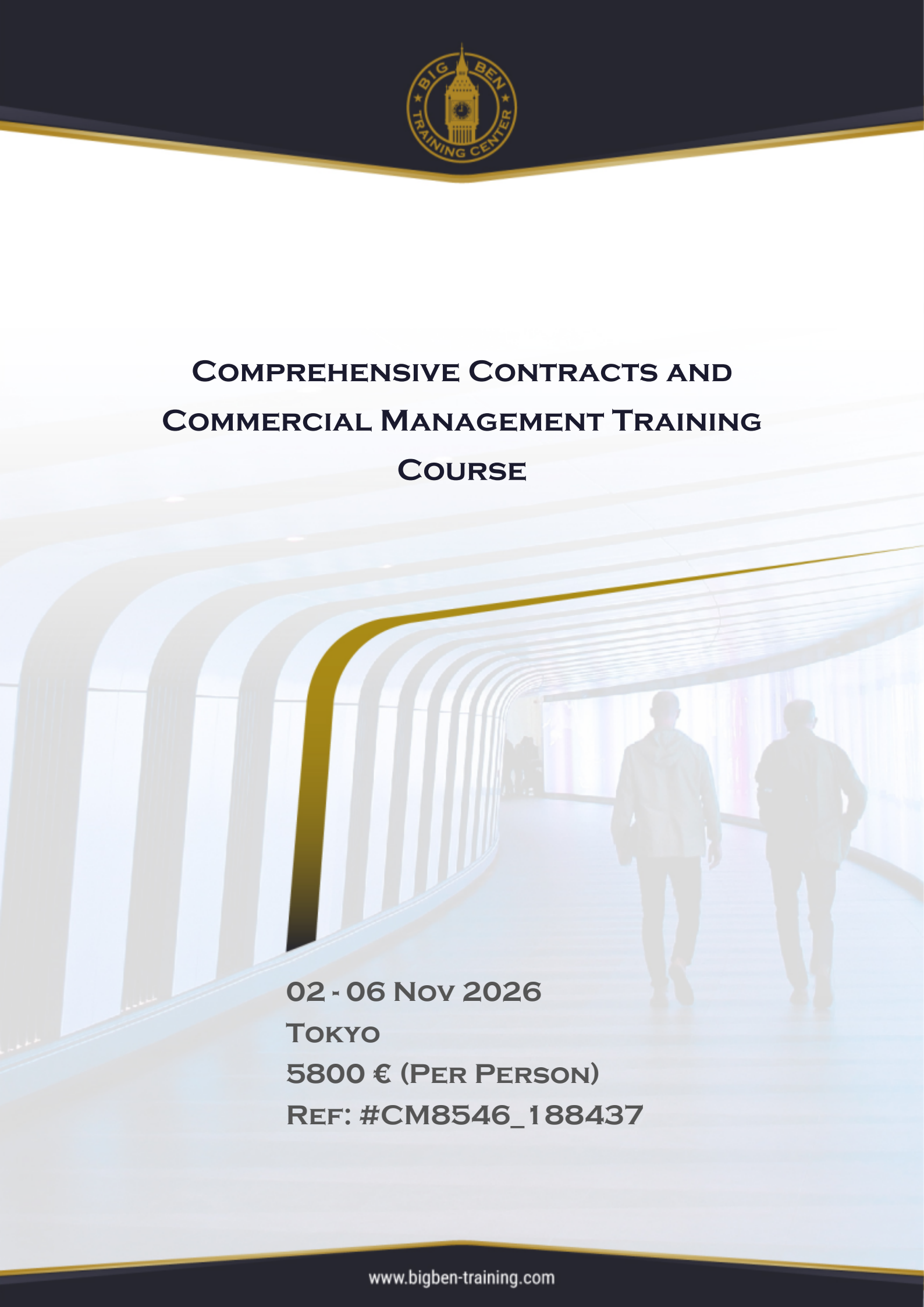
Comprehensive Contracts and Commercial Management Training Course



02 - 06 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #CM8546_188437

Course Introduction / Overview:

This intensive training course provides a comprehensive exploration of the critical disciplines of contract and commercial management, designed to equip professionals with the strategic skills needed to maximize value and minimize risk throughout the entire contract lifecycle. In today's complex global marketplace, effective management of commercial agreements is no longer a back-office function but a core driver of business success and competitive advantage. This program, offered by BIG BEN Training Center, moves beyond fundamental principles to instill a deep commercial acumen. We will delve into the practical application of theories championed by experts like Tim Cummins of World Commerce & Contracting, who emphasizes the shift from a purely legalistic approach to a relationship-focused, value-centric model. Participants will learn to navigate the complexities of contract drafting, strategic negotiation, risk mitigation, and dispute resolution. The course integrates key concepts from seminal works such as "Getting to Yes," focusing on principled negotiation to create sustainable, mutually beneficial commercial relationships and ensure project and business objectives are achieved efficiently and effectively.

Target Audience / This training course is suitable for:

- Contract Managers and Administrators.
- Commercial Managers and Directors.
- Project Managers and Engineers.
- Procurement, Purchasing, and Sourcing Professionals.
- Legal Advisors and Corporate Counsel.
- Sales and Business Development Managers.
- Finance Managers and Cost Controllers.
- Supply Chain and Logistics Managers.
- Senior Executives and Department Heads.
- Anyone involved in the negotiation, drafting, or management of contracts.

Target Sectors and Industries:

- Construction and Engineering.
- Oil, Gas, and Energy.
- Information Technology and Telecommunications.
- Manufacturing and Industrial Production.
- Pharmaceuticals and Healthcare.
- Banking, Finance, and Insurance.
- Governmental Agencies and Public Sector Organizations.
- Consulting and Professional Services.
- Transportation and Logistics.
- Retail and Consumer Goods.

Target Organizations Departments:

- Procurement and Purchasing Department.
- Legal and Compliance Department.
- Project Management Office (PMO).
- Sales and Commercial Department.
- Finance and Accounting Department.
- Operations and Supply Chain Management.
- Engineering and Technical Services.
- Business Development and Strategy.
- Risk Management Department.

Course Offerings:

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

- Master the entire contract lifecycle from initiation and tendering to final closeout.
- Draft clear, unambiguous, and legally sound contractual terms and conditions.
- Develop and implement advanced negotiation strategies to secure favorable commercial outcomes.
- Identify, assess, and mitigate commercial and contractual risks effectively.
- Manage supplier and contractor relationships to drive performance and value.
- Administer contracts post-award, including managing variations and change orders.
- Handle contractual claims and disputes proactively, utilizing alternative dispute resolution methods.
- Analyze and interpret complex contract clauses related to liability, indemnity, and termination.
- Ensure compliance with legal and regulatory requirements in commercial dealings.
- Apply commercial principles to enhance profitability and achieve strategic business objectives.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in a professional context. We move beyond traditional lecture-based formats to create an immersive learning environment. The course is built upon a foundation of real-world case studies, allowing participants to analyze complex commercial scenarios and develop practical solutions. A significant portion of the training is dedicated to hands-on workshops, including contract drafting exercises and simulated negotiation sessions, which provide a safe space to practice and refine critical skills. Group discussions and collaborative problem-solving activities are central to our approach, fostering peer-to-peer learning and the exchange of diverse industry perspectives. Our expert instructors facilitate these sessions, providing personalized feedback and guiding participants through complex topics. The methodology emphasizes a blend of established theory and contemporary best practices, equipping attendees with a robust toolkit for managing modern commercial and contractual challenges with confidence and strategic foresight.

Course Agenda (Course Units):

Unit One: Foundations of Contract and Commercial Management

- Introduction to contract law and key legal principles.
- The distinction between commercial management and contract administration.
- Understanding the strategic role of contracts in business success.
- Key terminology and definitions in commercial agreements.
- The structure and essential elements of a valid contract.
- Different types of contracts and their applications.
- Ethical considerations and professional conduct in contracting.

Unit Two: Contract Formation and Strategic Sourcing

- The pre-award phase of the contract lifecycle.
- Developing a robust procurement and sourcing strategy.
- Techniques for effective market analysis and supplier selection.
- Drafting clear and comprehensive statements of work (SOW) and specifications.
- Understanding Invitation to Tender (ITT) and Request for Proposal (RFP) processes.
- Evaluating bids and proposals against set criteria.
- The art of drafting precise clauses to avoid ambiguity and disputes.

Unit three: Advanced Negotiation and Contract Drafting

- Principles of effective commercial negotiation.
- Preparing for negotiation: setting objectives and defining limits.
- Tactics and countermeasures in negotiation scenarios.
- Managing difficult negotiations and reaching a consensus.
- Drafting key clauses: liability, indemnities, warranties, and termination.
- Understanding and using standard form contracts (e.g., FIDIC, NEC).
- Finalizing the agreement and the importance of execution formalities.

Unit Four: Post-Award Contract Administration and Risk Management

- Implementing effective contract mobilization and kickoff procedures.
- The roles and responsibilities of a contract administrator.
- Managing contract performance and monitoring key performance indicators (KPIs).
- Techniques for managing change, variations, and amendments.
- A systematic approach to identifying and assessing contractual risks.
- Developing risk mitigation and contingency plans.
- The role of insurance, bonds, and guarantees in managing risk.

Unit Five: Claims, Dispute Resolution, and Contract Closeout

- Managing and documenting contractual claims effectively.
- Understanding different dispute resolution mechanisms: litigation, arbitration, and mediation.
- Strategies for early dispute avoidance and resolution.
- The process of contract termination for cause or convenience.
- Conducting final account settlements and payments.
- The formal contract closeout process and administrative requirements.
- Capturing lessons learned for continuous improvement in future contracts.

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:

In an era of increasing supply chain volatility, how can proactive commercial management transform from a purely risk-mitigation function into a strategic value-creation driver for an organization?

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

This course distinguishes itself by offering a holistic and strategic perspective on contract and commercial management, moving far beyond the administrative and legalistic confines of traditional training programs. While other courses may focus narrowly on contract law or procurement processes, our curriculum integrates these elements into a broader commercial framework, emphasizing how effective contracting drives profitability, innovation, and sustainable business relationships. The program is built around a practical, application-focused methodology, utilizing complex, real-world case studies and interactive negotiation simulations rather than relying solely on theoretical lectures. This ensures participants develop tangible skills they can apply immediately. Furthermore, the course content is designed to cultivate a deep sense of commercial acumen, teaching participants not just what the contract says, but how to leverage it as a strategic tool to achieve business objectives, manage risk proactively, and create value throughout the supply chain. The emphasis is on strategic thinking and problem-solving, preparing professionals to be commercial leaders, not just contract administrators.