



Presented by  
Falconbury

# The Complete Contract Managers Toolkit: From Contract Drafting to Risk Mitigation

15-16 April 2026  
+ 14-15 September 2026

Expert-led contract management training 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 programme 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 programme 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 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 programme 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 programme 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 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 programme 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.

# 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 lectures 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

**15-16 April 2026**

**Live online**

Course code 16115

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

**Until 11 Mar**

**14-15 September 2026**

**Live online**

Course code 16420

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

**Until 10 Aug**

## How to book



**Online:**

[ipi.academy/155](https://ipi.academy/155)

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



**Email:**

[info@ipiacademy.com](mailto:info@ipiacademy.com)



**Phone:**

[+44 \(0\)20 7749 4749](tel:+442077494749)

## 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 our terms, the event cancellation policy and the terms and conditions are on our website, please visit [ipi.academy/content/terms-and-conditions](https://ipi.academy/content/terms-and-conditions)

# Reviews



**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



**I really enjoyed the course. It was engaging, quite interactive, intense, and not boring at all. Overall very useful.**



**Vera Zonova**  
Sales  
Aseptic Technologies  
Mar 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:



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**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.

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