

Presented by
Falconbury

Understanding and Managing Contracts to Achieve Better Results

13-14 October 2025

This course will help you understand and proactively manage your contracts by applying a logical and systematic approach to enable you to anticipate risks and resolve problems before they become critical.



Format:
Live online



CPD:
12 hours for your records



Certificate of completion

Course overview

This highly interactive programme will enable delegates to understand the different elements which make up a legally binding contract: implied terms, set in statute; and express terms, those terms negotiated between the contracting parties which amend or deviate from statute.

The course will enable delegates to learn how to break down the express terms into three categories: promise; procedural; and liability clauses, removing the complexity of reviewing a contract, as well as giving delegates a best practise methodology.

The course will guide you through making an action plan to bring together all stakeholders, internal and external, to enable the smooth running of a project with the contract at the centre acting as a pro-active risk management document, as well as a legal document.

You will learn how to identify possible areas of risk, understand how to mitigate against them, and get to grips with potential consequences if promises are broken.

You will learn how to apply a logical, systematic and comprehensive approach to reading, managing and implementing a contract so that you are confident in your role and contribution, and fully appreciate what is required of you, your team and the other contracting party(ies) to satisfy the legal obligations laid out in the contract.

Drawing on real-life experiences and using many workshop-style exercises, case studies and examples, the expert trainer will focus on giving you the necessary knowledge, tools and processes to be able to read and review contracts and make them work for you not against you.

Benefits of attending

A contracts manager has an important and, sometimes, onerous responsibility of administering an organisation's contracts in the most efficient and effective way. This practical course provides an in-depth understanding of how everybody involved in the creation and management of that contract has an active role to play in ensuring the contract adds value in providing legal protection but also clarity of understanding of obligations and liabilities, and proactive risk management.

It is important to understand the interdependency of the contracting parties - if a supplier fails, the buyer fails. The aim of this course is to ensure all stakeholders appreciate this interdependency and how to communicate and work together for the optimum outcome for all.

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 understand and 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. Attendees will be shown how to anticipate problems and resolve them before they become critical and potentially very costly, rather than managing the project in a reactionary manner.

Who should attend?

The course will be beneficial to all stakeholders and every member of the project and contract delivery team including:

- Contracts managers
- Project / bid managers and technical staff
- Commercial managers
- Finance managers
- Business development managers
- Procurement managers
- Contract administrators, officers and specialists

This highly experiential programme is a **must-attend** event if you are:

- 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 seminar has been designed for lawyers and non-lawyers and 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 / telecoms: 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 date

13-14 October 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 15125


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

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


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


Until 08 Sep

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](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

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.

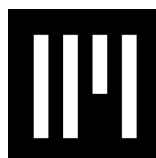
For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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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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