

## **Contract Management - Design and Management follow-ups**

### **General Objectives:**

This course aims to equip participants with the knowledge and skills that will enable them to know the various types of possible contracts and their importance in managing project risk.

### **Specific Objectives:**

At the end of the course, trainees will be able to:

- Prepare, design and perform contract monitoring and control appropriate to each situation.

### **Destinatários**

This course is intended for all professionals, both managerial and technical, who need to manage contracts effectively and efficiently.

### **Duration:**

24 Hours

### **Content Program:**

**Module I - General rules for the conclusion of a contract**

**Module II - Contract of Sale and other related contracts**

**Module III - Contracts for the provision of services**

**Module IV - Contracts of renting or leasing**

**Module V - Rental Contracts**

**Module VI - Commercial Contracts**

- Commercial Concession;
- Distribution;

- Supply;
- Agency;
- Contractor.

## **Module VII - Financial Contracts**

- Mutual;
- Opening of credit;
- Factoring and leasing.

## **Module VIII – Guarantees**

- Mortgage;
- Surety bond;
- Autonomous guarantee.

## **Module IX - Company Contracts;**

## **Module X - Employment Contracts;**

## **Module XI - Insurance Contracts;**

## **Module XII - Informatic Contracts;**

## **Module XIII - International Contracts**

- Trading;
- Kow How;
- Joint-venture;
- Partnership.

## **Module XIV - Electronic contracts**

- Digital certificate.

## **Module XV - Administrative Contracts**

- Public Works Contracts;
- Bank guarantee;
- Surety insurance.

## **Module XVI - Question & Answer session**