

EFFECTIVE BUSINESS CONTRACT ADMINISTRATION AND RISK MITIGATION

Malaysia HR Forum Academy,
Menara PKNS Petaling Jaya

RM 2,600



100% HRDC Claimable



Module Overview

Contracts are at the heart of all business relationships, documenting obligations between suppliers, partners, customers, and employees. This 2-day program focuses on equipping participants with essential skills in contract law, drafting, negotiation, administration, and risk mitigation. Participants will explore the core legal principles of valid contracts, identify potentially risky clauses, and learn how to manage contracts effectively to enhance business value while avoiding disputes. Emphasis will also be placed on stakeholder communication, performance monitoring, and practical strategies for minimizing contract-related risks.

Learning objectives

- Identify the essential elements of a valid contract.
- Formulate clear contract terms for a legal and enforceable contract.
- Identify possible potential contractual risks on contract clauses.
- Identify effective contract management methods.

Targeted Participants

- Project management team: project executives, engineers, project managers
- Commercial team members: contract executives, procurement executives, quantity surveyors, contract administrators



Method of Training

- Interactive lecture
- Practical hands-on exercises
- Demonstrations
- Group tasks and discussions
- Experience sharing
- Videos

Learning Outcome

By the end of the training, participant able to:

- Identify key legal components of a valid and enforceable contract.
- Avoid and manage risk-prone clauses that could invalidate a contract.
- Negotiate terms that clearly define rights, obligations, and performance standards.
- Handle disputes and contract terminations using appropriate legal and administrative methods.
- Implement contract administration practices that support documentation, stakeholder communication, and performance monitoring.



Contents

Day 1

Module 1: Overview of Contract Law

- Definition under Contract Act 1950
- Essential elements: Offer, Acceptance, Consideration, Lawful Object, Legal Intent, Capacity, Free Consent

Module 2: What Can Make Your Contract Lose Legal Effect?

- Elements of void contract
- Elements of voidable contract

Module 3: Negotiating Contract Terms to Protect Your Rights

- (Defining contracting parties
- Compensation terms and payment structures
- Scope and delivery of performance
- Quality assurance and performance review
- Handling breach of contract
- Confidentiality and dispute resolution
- Termination clauses

Day 2

Recap and Review of Day 1

Module 4: Key Terms That Affect Contractual Obligations

- Contra Proferentum Doctrine
- Conditions precedent
- Force Majeure and frustration of contract

Module 5: Effective Contract Administration and Risk Mitigation

- Data and record-keeping best practices
- Stakeholder management and communication
- Contractual risk identification and management
- Measuring contract performance

