

# Procurement and Contracts Management

23rd -24th March 2022

Instructor Led Online Course

## Major Benefits of Attending

By end of this course, delegates will be able to: -

- Have a clear **understanding** of the strategic and tactical role of procurement and contracts
- **Highlight** tips to follow and traps to avoid in purchasing services, materials or equipment
- **Define** the various tools of analysis and associated techniques essential to the procurement professional
- **Define** the tendering cycle and strategies.
- **Identify** the different options of tendering
- **Define** the essential tender documentation
- **Apply** best practices in vendors screening and prequalification
- **Reinforce** good practices in creating specifications and statements of work
- **Update** delegates on ways to evaluate supplier proposals
- **Develop** an understanding of how commercial contracts are created and administered
- **Use** the right Key Performance Indicators (KPIs) for the measurement and evaluation of the supplier's performance
- **Define** the contract pre-award and post award activities
- **Prepare** delegates to manage and resolve contract disputes
- **Use** the appropriate negotiation technique and tactic

## Course Methodology

This 2-day Instructor Led Online Course will be conducted via ZOOM - Webinar / Video Conferencing. Delegates are required to have a working Webcam and Headset with Microphone. For a smooth conferencing, delegates should have an Internet Speed of at least 8Mbps Download and 1.5Mbps Upload Speed.

## Why you Should Attend?

The trainer will deploy a full range of lively and interactive training methods, including exercises, role plays, case studies, practice sessions and group discussions. Each topic will be underpinned by a presentation that highlights key issues to focus on. The learning experience will be supported by a reference manual containing examples of best practice. Participants will make presentations and receive personal feedback on their performance. Discussions will participants to share their own experiences with the rest of the group.

## Who Should Attend?

- Contract Managers and Administrators
- Procurement Directors / Managers
- Project Managers
- Supply Chain and Value Chain Managers
- Contract Analysts and Engineers
- Buyers, Purchasing Professionals and Procurement Officers
- Supplier and Sourcing Managers
- Customer Service and CRM Managers
- Anyone involved in the planning, evaluation, preparation and management of commercial tenders and contracts for the purchase of services, materials or equipment.

Organized by:



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