



Training Seminars & Conferences
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An Intensive 10-Day Training Course

The 10-day Advanced Contracts and Purchasing Management



PROGRAMME SUMMARY

This Advanced Contracts and Purchasing Management training course covers the contracting process from tendering and award, through planning and management to close out and resolution of disputes. It then covers the purchasing process from specification through to contract completion. The intention is to further develop current skills with application to a wide range of situations and to allow participants to have an awareness of practices in other regions and other industries which may add value to their own situations.

Date	Venue	Fee(\$)
20 Jun - 01 Jul 2022	London	US\$ 11,900
04 - 15 Sep 2022	Dubai	US\$ 9,900
21 Nov - 02 Dec 2022	Amsterdam	US\$ 11,900

INTRODUCTION

The effective expenditure of enormous sums of money and resources is dependent on successful purchasing and contract management activities. Selecting and applying the appropriate skills and methodologies to ensure value for money and high quality delivery by suppliers, requires collaboration across all functions and a strong contractual underpinning of the supplier relationship. It is essential to select the appropriate contracting models for creating and managing formal agreements with suppliers of goods and service to achieve successful outcomes. This 10-day Advanced Contracts and Purchasing Management training course is designed to:

- Explore the advanced skills to enhance performance in contract selection, development and management and in purchasing and procurement
- Enable participants to practice and develop their purchasing and contract skills
- Enable participants to develop appropriate sourcing and supplier management plans
- Help participants to begin immediate implementation of the steps needed to create total value for their organisation

Virtual
learning service
available



TRAINING METHODOLOGY

The 10-day Advanced Contracts and Purchasing Management training course will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics, exercises and encouraging participants to bring their own experiences forward for discussion and debate.

WHO SHOULD ATTEND

This intensive 10-day EuroMaTech training course is suitable for personnel from all industrial fields and different purchasing methods:

- Engineering
- Projects
- Construction
- Tenders
- Contracts
- Buying
- Purchasing
- Procurement
- Commercial
- Finance

And those preparing for a major project involved in purchasing and contract management or experienced managers looking for a refresher will also benefit from this EuroMaTech training course which does assume a basic level of understanding of purchasing and contract management

PROGRAMME OBJECTIVES

- Understand the contract complexities that need managing
- Be more effective in contract management activities
- Anticipate problems and manage risks
- Integrate contract management with contract needs
- Understand the best means of handling disputes and performance issues
- Development of appropriate strategies for delivering value
- Use appropriate methodologies for managing suppliers
- Use of tendering, negotiation and other techniques
- Enhance value obtained from suppliers
- How to measure and improve the performance of the Purchasing function
- Consider how the wider business environment effects procurement
- Consider the latest advances in Purchasing management

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.



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QUALITY CERTIFICATIONS & ACCREDITATIONS



COURSE OUTLINE

1ST WEEK



Day 1

Understanding the Contract

- Overview of the tendering and contract award process
- Understanding contracts – a refresher on legal requirements for a contract
- Formal and Informal Contractual documents, including
 - » Standard terms and conditions
 - » Letters of intent
 - » Letters of comfort
- The specification and scope of work – linkage to price and payment
- Recognising where the contract risks lie
- Tools and techniques to manage contract risks

Day 2

Key skills of Contract Management

- The role and value of an effective contract manager
- Implementing the new contract
- Effective Review processes
- Inspection and certification of contractual performance
- Managing suppliers of professional services
- Working with contract management reports
- Using KPIs in effective contract management

Day 3

Model Contracts and Terms

- Selecting the right model for the contract
- Standard form Contracts – ICC, FIDIC, NEC and others
- Force Majeure clauses
- Indemnities and Insurance clauses
- Warranty clauses
- Bonds and Guarantees
- Contract variation clauses

Day 4

Managing Price and Contract Variations

- Managing Price escalation
- Getting a breakdown of costs
- Cost and price analysis techniques
- Tracking changes
- Managing variations to the work
 - » Changes to timing, accelerating delivery
 - » Increase or decrease in scope
 - » Changes to work methods
- Negotiation techniques for price and contract variation management

Day 5

Managing Claims and Disputes

- Typical contract claims – scope, delay, quality, payment
- Implementing penalties or service credits
- Liquidated and unliquidated damages
- Termination and other methods of dealing with default
- Defects Liability management
- Dispute Resolution – tools and techniques to use
- Contract closeout

COURSE OUTLINE

2ND WEEK



Day 6

The Basis of Purchasing Management

Principles of Good Procurement

- Requirements and Specifications
- Spend mapping
- Supply Segmentation
- Contracts
- Price, cost and value

Principles of Good Management

- Strategy, vision
- Styles of management
- Objectives of Purchasing management
- Organisational structure

Day 7

Sourcing and Supplier Management

Appropriate sourcing techniques

- Tendering
- Open, Restricted, negotiated, competitive dialogue.
- PQQ – pre qualification questionnaires
- Tender evaluation
- Negotiation
- Electronic procurement
- E-auctions

Assessing and allocating risk

- Identifying Risk
- Mitigating Risk
- Split supply arrangements
- Approved supplier lists and blacklists

Day 8

Risks and opportunities in the supply market

Supplier Management and Development

- Global sourcing
- Incoterms
- Supplier Evaluation
- Partnerships and alliances
- Force majeure clauses

Supplier Development

- Local supplier development
- Corporate Social Responsibility
- Ethical and Environmentally responsible sourcing

Day 9

Managing Suppliers

Managing Project Suppliers

- Ensuring performance
- Getting back on track
- Total cost of ownership

Managing Partnerships

- Appropriate opportunities for partnering and alliances
- Structure of partnerships
- Duration and end of partnership arrangements
- Managing non-critical suppliers
- Managing Service Suppliers

Service Level Agreements

- Supplier non-conformance and corrective actions

Day 10

Measuring Performance, Leading Change

Measuring Performance

- Key Performance Measures
- Financial Measures

Leading Change

- Ensuring Cross functional collaboration
- Procurement marketing
- Promoting Purchasing to the organisation
- Change Management
- Critical path analysis
- Stakeholder analysis
- Action planning
- Programme highlights and final observations

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This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone: Email:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
- Please invoice me
- Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....
Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.