



First Select

Project, Contract Management and Effective Negotiation

Date	Venues	(\$Fees	Book your seat
15 Dec -19 Dec 2024	Bahrain	2900	Register Now

Program Objectives

1. To set up and manage a procurement activity
2. To select suppliers using appropriate evaluation methods and criteria
3. To measure supplier performance
4. To identify ways to increase procurement effectiveness and efficiency
5. To work with user departments to improve procurement within the organisation
6. To negotiate effectively with suppliers
7. To manage supply-side risk using contractual methods
8. To manage contractual changes
9. To understand how contracts end
10. To identify and determine how to resolve supplier disputes

WHO SHOULD ATTEND?

- Purchasing executives, senior managers, and professional staff from supply chain management, logistics and inventory planning and control
- General managers wanting to understand the procurement function
- Project managers involved in plant and equipment development projects
- Technical personnel involved in performance specification of plant and equipment
- Engineering planners working with complex maintenance material requirements
- Quality managers seeking to understand how suppliers are selected.

Course Outline

Role of the Procurement Function:

- Key responsibilities
- Supporting operational requirements
- Managing supplier relationships
- Supporting strategic goals
- Detecting and preventing fraud

Managing the Purchasing Process:

- Making the case to purchase
- Deciding the procurement strategy
- Advertising the contract

- Generating interest
- Running the competitive cycle
- From ITT to contract award and beyond

Managing Tender Requests and responses:

- Capturing user requirements
- Documenting the scope of work
- Output based specifications
- Evaluating tender responses
- Further competitive activity

The Supplier Perspective on Bidding:

- Researching the client
- Understanding client requirements
- Identifying competitive advantage
- Qualification of opportunities
- Ethical supplier behaviour

Creating Appropriate Contract Documentation:

- Principles of contract law
- Drafting your terms and conditions
- Using contract templates
- Managing risk through the contract
- Contract case studies

Managing Supplier Performance:

- Creating the contract management plan
- Setting the basis for measurement
- Contract administration organisation structures
- Automated contract administration tools
- Reviewing performance

Negotiating in a Purchaser Supplier Relationship:

- When to negotiate
- Objectives of negotiation
- Negotiation preparation
- What are our negotiables?
- BATNA – what to do when the negotiation fails
- Reaching a win-win agreement

Making changes to Supplier contracts:

- Why contracts have to change
- The contract variation process
- Managing price variations
- How contracts change

Managing Contract Disputes:

- What is a contract dispute?
- "I'll see you in court"
- Arbitration
- Alternative dispute resolution methods
- Negotiating a settlement

WORKSHOP STYLE

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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