GLOBAL TRAINING INSTITUTE

Contract Savvy: Essential Skills for Commercial Management



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Contract Savvy: Essential Skills for Commercial Management is designed for professionals across various backgrounds who want to master best practices in contract and project management. This course provides a comprehensive framework, ensuring participants grasp essential concepts and methodologies for effective contracting. By promoting a consistent base of knowledge and professional standards, attendees will enhance their ability to manage contracts and projects, ultimately driving better outcomes for their organizations.

Who Should Attend

This course is suitable for:

- Contract Management Professionals
- Project Management Professionals
- Tendering, Purchasing, and Contract Administration Personnel
- Engineering, Operational, Finance, and Maintenance Professionals
- Individuals involved in project work related to materials, equipment, construction, and services

Course Objectives

By the end of this course, participants will be able to:

- Understand and apply best practices in contracting and project management.
- Identify and analyze project and contract risks effectively.
- Develop negotiation skills to achieve organizational objectives.
- Implement strategies to enhance contractor performance and project outcomes.
- Apply critical contractor selection and negotiation techniques.
- Measure and set performance goals for projects and contracts.
- Utilize tools for effective contract administration and closeout processes.

Course Content

Mastering Project Management

- Key definitions and concepts in project management.
- The project life-cycle and complexity factors.
- Planning, organizing, and executing projects effectively.

Contracting and Procurement Practices

- Elements of a good contracting and procurement process.
- Cost analysis, pricing models, and fair profit calculations.
- Managing contract risks and implications of contract types.

Source Selection and Contract Development

- Processes for source qualification and tendering criteria.
- Drafting contracts, terms, and conditions.
- Performance-based contracting principles.

Contract Negotiations

- Understanding the negotiation process and characteristics of effective negotiators.
- Essential rules and tactics for successful negotiation.
- Preparing for negotiations with multiple issues and alternatives (BATNA).

Contract Administration and Closeout

- Overview of post-award functions and responsibilities.
- Managing scope variations, force majeure, and terminations.
- Effective strategies for contract closeout and lessons learned.