5-DAY INTENSIVE TRAINING WORKSHOP

Certified Contract Manager

Master Contract Management: Become a Certified Contract Manager!



GLOBAL TRAINING INSTITUTE

Course Description

This Certified Contract Manager offers an interactive learning experience designed for professionals from diverse backgrounds to develop essential skills in contract management. Participants will engage in individual and group exercises, case studies, and role plays, enhancing their understanding of key contract management activities. The course emphasizes best practices, effective risk management, and dispute resolution, preparing attendees for successful contract outcomes.

Who Should Attend

This course is tailored for:

- Contracting Professionals
- Contract Negotiators
- Contract Managers and Administrators
- Contract Attorneys
- Contract Drafting Professionals
- Contract Strategists
- Procurement Professionals
- Strategic Sourcing Professionals
- Supply Chain Management Professionals
- Commercial Managers
- Sales Account Managers
- Commercial Project Managers.

Course Objectives

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

- Identify principles, definitions, and major steps in the contracting process.
- Outline contract preparation activities, including planning and developing the scope of work.
- Recognize different types of contracts and their impact on risk allocation strategies.
- Develop criteria for inviting, receiving, and evaluating bids.
- Apply contract administration tools to manage contracts effectively and avoid disputes.
- Resolve disputes collaboratively and understand alternative dispute resolution methods.
- Enhance their professional growth and commitment to contract management.

Course Content

Principles of Contracts

- Defining a contract and its essential elements.
- Understanding key concepts and stages in contract management.
- Identifying common problems in contract preparation and management.

Contract Preparation

- Setting up a contracting strategy and developing a Scope of Work (SoW).
- Establishing terms and conditions and sourcing strategies.
- Preparing requests for proposals and pre-qualification criteria.

Contract Types and Strategies

- Overview of fixed-price, cost reimbursable, and time and material contracts.
- Understanding payment terms and their implications for risk management.

Tendering and Bids Evaluation

- Objectives and processes of tendering.
- Conducting preliminary examinations and technical evaluations of bids.
- Utilizing the Most Economically Advantageous Tender (MEAT) approach.

Contract Administration

- Purpose and necessary documentation for effective contract administration.
- Role of contract administrators and tools for performance reporting.
- Managing claims, breaches of contract, and alternative dispute resolution methods.

Certificate Accreditations

The Certificate in **Contract Manager** course equips participants with key skills and knowledge for career success. It enhances credibility and provides insights into industry standards. Through theory and practical application, it prepares individuals for real-world challenges, offering expert instruction and networking opportunities.

This course will be accredited by one of the following organizations. Please contact us for more information.

Cambridge Training College Britain

INSTITUTE OF SUPPLY CHAIN MANAGEMENT MENA

IBIU UNIVERSITY



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