



CONTRACT MANAGEMENT EXCELLENCE

10 & 11 February 2025 | Online + Live Streaming

COURSE INTRODUCTION:

Welcome to the Contract Management in Procurement course. In today's dynamic business environment, effective contract management is a critical skill for procurement professionals. This course will guide you through the key processes of managing contracts with third-party suppliers and service providers, from initiation through to renewal or termination. You'll learn how to ensure that your organisation's procurement activities comply with legal standards, regulatory requirements, and align with broader organisational goals.

Contract management is not just about overseeing agreements; it's about maximising the value of contracts while minimising risks. Through this course, you will develop the skills to manage contracts efficiently, improve supplier relationships, and safeguard your organisation's interests, ensuring long-term success.

BENEFITS OF ATTENDING:

This course offers a wealth of practical benefits that will significantly enhance your effectiveness as a procurement professional. Here's what you can expect to gain:

- **Master Negotiation Techniques:** Learn advanced strategies to negotiate better contract terms, optimise supplier agreements, and manage risks more effectively, ensuring both cost savings and stronger supplier partnerships.
- **Build Stronger Supplier Relationships:** Develop the skills to manage supplier performance, foster collaboration, and drive value in every contract, ensuring you get the best possible outcomes from your vendor relationships.
- **Mitigate and Manage Contract Risks:** Understand how to proactively identify, assess, and manage potential risks in supplier contracts, reducing exposure to financial and operational disruptions while ensuring compliance with legal and regulatory requirements.
- **Unlock Cost Savings Opportunities:** Gain insights into how to structure contracts more effectively to minimise costs, avoid hidden fees, and secure long-term financial savings for your organisation. Learn the art of cost negotiation and how to align contractual terms with your organisation's budgetary needs.
- **Streamline Procurement Processes:** Master contract lifecycle management techniques that help simplify complex processes, reduce delays, and speed up approvals—leading to more efficient procurement cycles and quicker time-to-value.
- **Drive Strategic Alignment Across the Business:** Discover how to ensure that contracts align with your organisation's broader strategic objectives, driving business success through well-managed supplier agreements that support overall goals.
- **Enhance Analytical and Performance Tracking Skills:** Learn how to assess and monitor contract performance through data-driven insights. Sharpen your analytical abilities to track compliance, evaluate supplier performance, and make informed, actionable decisions that optimise contract outcomes.
- **Become a Trusted Advisor:** Gain the knowledge to become an internal expert on contract management within your organisation. You'll be equipped to advise senior executives, legal teams, and stakeholders on best practices, risk management, and how to achieve business objectives through strategic contract negotiations.

By attending, you'll gain actionable skills that immediately impact your day-to-day role, helping you secure better contracts, build stronger supplier relationships, and drive tangible value for your organisation.

WHO SHOULD ATTEND:

- CEO / CFO / COO/ Senior Executives and Business Leaders
- Chiefs / Directors / GMs / Managers / Executives: Contract Management
- Chiefs / Directors / GMs / Managers / Executives: Procurement & Purchasing
- Chiefs / Directors / GMs / Managers / Executives: Legal & Compliance
- Chiefs / Directors / GMs / Managers / Executives: Project Management
- Chiefs / Directors / GMs / Managers / Executives: Finance & Accounting
- Chiefs / Directors / GMs / Managers / Executives: Supply Chain Management
- Chiefs / Directors / GMs / Managers / Executives: Order Management & Distribution
- Chiefs / Directors / GMs / Managers / Executives: Operations
- Chiefs / Directors / GMs / Managers / Executives: Sales & Marketing



FEATURING YOUR COURSE TRAINER

Mr. Andrew Neilson FCIPS, FCILT, FSCM, FITOL, FIoL

Andrew Neilson is an accomplished and award-winning procurement and supply chain executive with over 25 years of experience in delivering transformational change programs for global organizations. Recognized for exceptional achievements and industry-leading expertise in procurement, supply chain management, training, and leadership, Andrew has a strong engineering background that informs his approach to complex challenges.



His career spans a diverse range of sectors, including manufacturing, retail, FMCG, food (frozen, chilled, ambient), professional services, travel, leisure, and fitness, horticulture, financial services, logistics and transportation, and oil and gas. This extensive experience allows him to develop tailored solutions that drive efficiency and effectiveness across multiple industries.

As a dynamic trainer and mentor, Andrew is committed to fostering operational excellence in procurement and supply chain management. He empowers professionals to achieve their strategic objectives through practical insights, skill development, and innovative problem-solving, ensuring that they are well-equipped to navigate today's competitive landscape.

Andrew has worked with and supported leading global organizations, including:

- Roche
- Dnata
- Flamingo Horticulture
- Welsh Government
- UK Government
- KPMG
- Efficio
- Halfords
- C&J Clark
- Kindred Group
- Briggs Equipment
- A.D.I.A.
- Mubadala
- Hastings Direct
- Wedgwood / Royal Doulton
- Bathroom Brands
- R&M Resources
- Nationwide Building Society
- Santander
- Oman Airport Management Company
- Omani Military Technical College
- Arrow XL
- Electrolux
- Pentathlon GB

Andrew specializes in delivering solutions that encompass business transformation, strategic sourcing, supplier/customer engagement and management, high-performing team development, and knowledge transference. With a dedication to driving commercial benefits, his work enhances organizational performance and supports sustainable growth.



COURSE AGENDA

DAY ONE:

- **The Contract**
 - What is a contract?
 - Why do we need contracts?
 - Protection
 - Risk Mitigation
 - Performance Standards
 - Trust and Clarity
 - Types of Contract
 - Objectives of a contract
- **Contractual Process**
 - Initial Needs Assessment
 - Drafting & Reviewing
 - Negotiation & Finalisation
 - Execution & Monitoring
- **Business need / Supplier Sourcing**
 - Defining Business Need
 - Market Research
 - Selection Criteria
- **Negotiation**
 - Preparation
 - Setting Priorities
 - Building Rapport
 - Bargaining Techniques
 - Communications
 - Team Dynamics
 - Conflict Resolution
 - Final Agreement
- **Contracting Strategies**
 - Fixed-Price Contracts
 - Cost-Reimbursement Contracts
 - Incentive Contracts
 - Choosing the Right Strategy

DAY TWO:

- **Service / Delivery**
 - Service Expectations:
 - Performance Metrics
 - Delivery Terms:
- **Contract Management**
 - Lifecycle Management
 - Compliance Tracking
- **Relationship management**
 - Building Trust
 - Communication Plans
 - Conflict Prevention
- **Risk Management / Dispute Resolution**
 - Risk Identification
 - Risk Mitigation Strategies
 - Dispute Resolution Mechanisms
- **Stakeholder Management**
 - Identifying Stakeholders
 - Engagement Strategies
 - Alignment of Interests
- **Change Management**
 - Change Requests
 - Impact Assessment
 - Approval and Documentation
- **Course Wrap-Up and Final Q&A**



REGISTRATION FORM

To register, simply email the scan copy of the signed registration form on training@enub.org

REGISTRATION DETAILS:

• **Name:** _____
Job Title: _____
Email: _____
Mobile: _____

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Job Title: _____
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Mobile: _____

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Job Title: _____
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Mobile: _____

1. For payment an E-invoice will be sent upon receiving of the signed registration form.
2. Payment has to be made within 5 working days upon receiving an invoice.

ORGANIZATION DETAILS:

Company: _____
Country: _____
Telephone: _____ Fax: _____

AUTHORIZED BY

Signature & Stamp: _____
Name: _____
Date: _____

PAYMENT DETAILS:

Invoice to: _____
Invoice Address: _____

PRICE:

**Book Before 10 January 2025 & Pay:
EURO 585**

**Book After 10 January 2025 & Pay:
EURO 785**

EVENT CODE: CM-2501

DATE: 10 & 11 - February - 2025

**Time: 09:00 - 16:00 (UAE Standard Time, GMT+4)
07:00 - 14:00 (Central European Time, GMT +2)
13:00 - 20:00 (Malaysian Standard Time, GMT +8)**

Online Course + Live Streaming Training Session

TERMS & CONDITIONS:

Customer Information:

Fees include all the tuition, full course documentation, and course material of the programme.

An invoice will be sent upon receipt of registration form. Payment must be received in full prior to the course start.

Disclaimer:

Events Nub reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.

Cancellation policy:

A full refund less an administration fee of \$100 will be given for cancellation requests received up to 20 working days before the event.

Cancellations must be made in writing (email) and reach this office before the 20 working day deadline.

Delegates who cancel less than 20 working days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. However, if you wish to transfer to another course of the same value, and you have paid your course fee in full, you will only be invoiced for 50% of the new course fee. Please note that you can only transfer once.

Please note that the next course must take place within 12 months of the initial application. Of course, a replacement is always welcome.

Events Nub reserves the right to change the time and meeting venue.

In-House Trainings & Consultation:

If you're looking for Consultation OR if you have a number of delegates with similar training needs, then you may wish to consider having an In-House Training solution delivered locally onsite.

Course can be tailored to specific requirements.

Please contact **Niaz Khan** on **+92 348 2061670** or email **niaz@enub.org** to discuss further possibilities.

