

CDU delivering AIM Professional Short Courses

Contract Management

This program provides an understanding of the contract management process for those involved in the procurement of goods or services under contractual arrangements. A variety of practical activities, including exercises, case studies and role-play, enables participants to practise the techniques of planning and managing a contract through to a successful conclusion.

Designed for

Anyone involved in the process of procurement through contract management: Managers, team leaders and supervisors, Sales and account managers, Project/ contract and change managers.

Learning Outcomes

- Describe the fundamental elements of a contract, including basic terms and conditions
- Describe the roles and responsibilities of contract management
- Analyse the importance of planning, measurement and control and their implications for contract performance management
- Describe the process for managing contract variations
- Identify and manage contract risk
- Identify negotiation and dispute resolution techniques

Course Content

- Fundamentals of a contract
- Basic contract terms and conditions
- Roles and responsibilities for contract management
- Contract and procurement management planning
- Contract pricing
- Risk management
- The supplier selection process
- Contract administration and performance management
- Negotiating the contract
- Contract variation and valuation
- Resolving contract disputes
- Closing out the contract

Course Duration: 2 days



For More Info

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