



MAESTRO
CONSULTANTS

**CONTRACT MANAGEMENT
FOR NON CONTRACT PROFESSIONALS**

COURSE OUTLINE 2024

Contact Us On :

Tel : +971 7 2042072 |

Email: training@maestrouae.net

Website: www.maestrouae.net

TRAINING TITLE

CONTRACT MANAGEMENT FOR NON-CONTRACTS PROFESSIONALS

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

19-23 FEBRUARY 2024

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet.

TRAINING INTRODUCTION

The Contract Management for Non-Contract Professionals training course is directed at the contracting activities of professionals who are not in the contracts profession but must still lead and guide their organisations on contractual and commercial issues on a daily basis. The training course's theme is that with everyone working so hard to make or save money for the organisation, why waste it because of the lack of contracting skill sets?

TRAINING OBJECTIVES

Upon successful completion of this course, the delegates will be able to:

- Understanding the forces acting on business
- Performing the contracting process with excellence
- Developing and understanding important terms and conditions
- Reducing the risk related to contractor payments
- Gaining knowledge about important aspects of developing and analyzing prices
- Learning about contract types and how they transfer risk
- Exploring the various pricing models used in preparing proposals
- Raising skills in negotiations

TRAINING AUDIENCE

All others who are involved in the planning, evaluation, preparation, and management of contracts that cover the acquisition of materials, equipment, and services, and who are in organizations whose leadership want high levels of excellence in those involved in these activities.

TRAINING OUTLINE

The Commercial Landscape

- Are you just a “getter” or a “contract expert” when committing company funds?
- Contracting activities impact on the bottom-line
- Standards of ethical practice
- Objectives of both parties
- Contractor pricing models
- Contract formation

Understanding Pricing

- The cost elements that make up a price
- Fixed and variable cost
- How is overhead determined
- Developing pricing estimates
- Adjusting historical prices

Contract Risks and Types of Contract

- Supplier qualification
- Types of contracts & risks
- Total cost of ownership
- Review of important terms & conditions
- Liquidated damages
- Time to look at your force majeure clauses

Contract Administration and Payment

- Letters of intent
- Administering the contract
- Monitoring and control
- Acceptance issues
- Types of payments and risks
- Issues for warranties claims and disputes

Negotiation Planning and Strategies

- Who wins most negotiations
- Skill sets required for successful negotiations
- Identifying negotiation issues and objectives
- Assessing bargaining strengths & weaknesses
- Preparing a negotiation plan
- Negotiating in teams
- Important points for conducting the negotiations

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.