

Advanced Contract Management (CPD)

Course programme

Day 1

For further information, please contact training@apse.org.uk

09:45 - 10:00	REGISTRATION
	UNIT 1: Shaping Contract Management <ul style="list-style-type: none">What is contract management?The contract management cycle
10:30 - 10:45	COMFORT BREAK
	UNIT 2: The Contract Tender <ul style="list-style-type: none">Effective procurementEvaluation criteria
12:30 - 13:00	LUNCH
	UNIT 3: Creating the Contract <ul style="list-style-type: none">SpecificationsTerms and Conditions
14:30 - 14:45	COMFORT BREAK
	UNIT 4: Resourcing the Contract <ul style="list-style-type: none">FinancesImplementations
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE



Day 2

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09:45 - 10:00

REGISTRATION



UNIT 5: Managing the Contract

-  The role of contract management
-  Risk management

10:30 - 10:45

COMFORT BREAK



UNIT 6: Relationship and Performance Management

-  Relationship management
-  Performance management

12:30 - 13:00

LUNCH



UNIT 7: Managing Change

-  Reactive and proactive change
-  Negotiation and managing change

14:30 - 14:45

COMFORT BREAK

UNIT 4: Putting it into Practice.

-  Case studies
-  Group work

15:45 - 16:00

PLENARY, FEEDBACK AND CLOSE