

Advanced Contract Management (CPD) Two-day Masterclass

Course Programme





Day 1

09:15 - 09:30 Day 1 Registration




Domestics, Objectives and Ice Breaker

UNIT 1: Shaping Contract Management

What is contract management?

-  What does it mean in your authority?
-  How do we make it happen?
-  What obstacles are there?
-  What opportunities are there?

Contract Management cycle

-  Learning lessons
-  Planning the procurement
-  Assessing the requirements



11:00 - 11:15 Morning Break

Day 2

9:15 - 9:30 Day 2 Registration

Domestics, Objectives and Reflections

UNIT 5: Managing the Contract

-  The role of Contract Management
 - Roles and responsibilities
 - Relevant skills
 - Relevant knowledge
 - Relevant contacts
 - Appropriate authority
-  Risk Management
 - Pre-contract
 - Identification
 - Analysis
 - In contract
 - Controls and safeguards

11:00 - 11:15 Morning Break

UNIT 2: The Contract tender: the point of maximum influence

- 📺 Procurement: help or hindrance?
- 📺 Effective procurement
- 📺 Market engagement
- 📺 Making use of
 - Frameworks
 - Dynamic purchasing systems
- 📺 Evaluation criteria - what do we want and why?

UNIT 6: Relationship and Performance Management

- 📺 Relationship management
 - ❑ What sort of relationship?
 - ❑ Tenets of a successful supplier relationship
 - ❑ Checklists
 - ❑ Management information
 - ❑ Contract administration
- 📺 Performance Management
 - ❑ Service levels
 - ❑ KPIs
 - ❑ Management measures
 - ❑ Events of default & rectification
 - ❑ Third party interventions

12:30 - 13:30 Lunch Break

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UNIT 3: Creating the Contract

- 📺 Specification drafting
 - ❑ Inputs and outputs based
 - ❑ Outcomes based
- 📺 Terms and conditions
 - ❑ Core requirements
 - ❑ Calibrations

UNIT 7: Managing Change

- 📺 Reactive change
- 📺 Proactive change
- 📺 Negotiation and managing change
- 📺 Limitations on change

14:45 - 15:00 Afternoon Break

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UNIT 4: Resourcing the Contract

- 📺 Contract finances - what do you need to consider and provide for?
- 📺 Implementation
 - ☐ The 3 Rs
 - ☐ Lessons for the future

16.15 - 16.30

Review and recap of Day 1

UNIT 8: Putting it into Practice

- 📺 Case Studies -learning from others
- 📺 Group work on sample contract(s)

16.15 - 16.30
masterclass

Evaluations, and close of two-day extended