



An ISO 9001:2008 & ISO 29990:2010
Certified Company

This course is registered with the
Project Management Institute (PMI)® R.E.P. Program*

The Complete Course on Contracts & Purchasing Management

Contracts & Purchasing Management: The A to Z of Best Practices

10 - 21 Aug 2015 London
16 - 27 Nov 2015 Kuala Lumpur
06 - 17 Dec 2015 Abu Dhabi



06 March 2015



ISO 29990:2010

The Complete Course on Contracts & Purchasing Management

Contracts & Purchasing Management: The A to Z of Best Practices

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Why Choose this Course?

This intensive 10-day course is designed to assist contracts and procurement professionals understand and deal with the increasing complexity of commercial and business relationships. All business professionals need to understand how and why contracts allocate risk to the parties to the contract, and the consequences of failure to meet that risk.

Modern companies need procurement improvements to allow organisations to meet their strategic objectives. This course promotes best practice in procurement activities and working on the 'right' issues of compliance, creativity and supply market knowledge. It establishes how to measure purchasing and contract contributions so that these critical functions are recognised as core competencies.

This course will feature:

- An understanding of how contracts control business relationships of all kinds.
- Risk allocation in contract management; protecting your company's interests.
- An understanding of international contracting in the English language.
- Selection and application of contract management & procurement strategies.
- Managing suppliers to obtain best in class results.

The Structure

This comprehensive programme consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - The Complete Course on Contracts Management

Module 2 - The Complete Course on Purchasing Management

What are the Goals?

By the end of this course, participants will be able to:

- Improve their understanding of the role of contracts within a business.
- Develop more confidence in dealing with contracting issues.
- Understand how purchasing & contract strategies can be developed to improve commercial outcomes.
- Learn how to develop high performance purchasing organizations.
- Will show analytics for use to guide procurement and contract strategies.

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive and includes high levels of participant discussion, group interaction, delegate group exercises and case studies. Materials include existing contemporary English language contracts in many jurisdictions. Delegates will be encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis.

Course Schedule:

LONDON

10 - 21 Aug 2015

KUALA LUMPUR

16 - 27 Nov 2015

ABU DHABI

06 - 17 Dec 2015

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Procurement and Contracts Personnel
- Engineering, Facilities, Finance, and Maintenance Personnel
- Personnel involved in the planning and management of tender process
- Contract Administrators, Contract Professionals and Project Coordinators
- Specifiers, Buyers, Purchasing Professionals and Procurement Officers
- Contracts Managers and Project Managers

The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the course.
- The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Completion.

THE COURSE CONTENT

MODULE01: The Complete Course on Contracts Management

DAY01: What are contracts and how are they created?

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable – with particular emphasis on the international context

DAY02: The Structure of contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures ?Traditional and new
- Risk and Title (ownership) in international trade. When does it transfer?
- Notices and other formalities
- Which law and which courts?

DAY03: Collateral documents

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

DAY04: Change and variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims – what they are, and how they arise
- Delay and disruption
- Force majeure

DAY05: Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review of course

MODULE02: The Complete Course on Purchasing Management

DAY06: The 1st Steps to Becoming World Class

- Stages To World Class Purchasing
- How Purchasing is viewed today
- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions For Purchasing of the future
- Purchasing Personnel Required Skill Sets

DAY07: Evaluating Your Own Operation

- What are Best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing The Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPIs) For Procurement
- Developing A Company Purchase Price Index

DAY08: Continuous Improvement and How to Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste In The Supply Chain
- Breaking Down The Elements Of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

DAY09: Supplier Management Approaches

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance criteria to Purchasing Decisions
- Process Mapping To Eliminate Low Value Activities
- Applying eProcurement business process

DAY10: Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing and Maintaining a Customer Focus
- Basic Issues In Corruption And Fraud Prevention
- Increasing The Level of Procurement Professionalism
- Keeping Current in the profession

Professional Recognition and Accreditation



AZTech as an R.E.P. has been approved by PMI to issue applicable Professional Development Units (PDUs) for its Project Management training courses. PMI allows credential holders to apply PDUs to the maintenance of their credentials where one contact hour of training is equivalent to one PDU.

The PMI Registered Education Provider logo and PMI are registered marks of the Project Management Institute, Inc.

The Complete Course on Contracts & Purchasing Management

Contracts & Purchasing Management: The A to Z of Best Practices

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

10 - 21 Aug 2015, London 16 - 27 Nov 2015, Kuala Lumpur

06 - 17 Dec 2015, Abu Dhabi

REGISTRATION DETAILS

Family Name:

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First Name (Mr./Ms.):

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Position:

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Company:

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Mailing Address:

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Telephone

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Mobile

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Fax

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Email

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AUTHORISATION

Authorised by:

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Position:

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Telephone

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Fax

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Email

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Postal Address:

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FEES

US\$ 9,900/- per participant

This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH

CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Completion.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the program.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

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Fax: **+971 4 427 5401**

Email: **info@aztech.ae**

Website: **www.aztech.ae**

ABOUT AZTECH

TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.