



# Procure

new skills



## Procurement and Supply Skills Training Portfolio

DELIVERED BY CIPS FOR BUSINESS

# Contract Management

 14 HRS

## Is it right for me?

This two-day course will explore advanced contract management approaches, helping you to identify what will work best in your organisation. It will examine how to proactively mitigate against potential risks via the contract and explore ways of increasing supplier performance through the inclusion of robust performance measures.

## What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You'll start by learning how to segment your suppliers in order to identify what type of contractual relationship you want to establish with your suppliers. This will help you to create the right contract governance structure. You'll explore the key terms and conditions which you may find in a contract and how these are used to ensure that what you expected from the contract is realised and any risks are mitigated. This includes how you can make variations to the contract and deal with any claims from suppliers.

## What are the learning objectives?

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

- Identify which contract management approach is most effective for a given category of spend
- Create the right environment for effective contract management
- Understand the difference between variations and claims and how to approach them
- Manage identified risks through contracted terms and conditions
- Ensure key performance measures can be effectively managed via the contract

## CONTRACT MANAGEMENT

### Agenda Day 1

Online pre-work should be completed before day 1

The virtual room will open 15 minutes before your session

### Introductions and Aspirations followed by a discussion on pre-work activities

#### Session 1

Contract management principles

- Portfolio analysis
- Balance of power

#### Session 2

Principles of supplier segmentation

- Attractiveness factors

#### Session 3

Key Supply chain risks

- Categories of risk
- Risk mitigation and identification

#### Session 4

Contract governance and creating a contract governance structure

- Life cycle
- Contract administration
- Contract management
- Performance management
- Key Performance Indicators (KPIs)

### Review of Day 1

### Agenda Day 2

Online reflective learning should be completed before day 2

The virtual room will open 15 minutes before your session

#### Session 5

Contract governance and creating a contract governance structure (continued from day 1)

- Relationship management

#### Session 6

Significant terms and conditions

#### Session 7

Variations and claims

- Authorisation of variations
- Control of variations
- Dispute resolution

### Review of Day 1 and 2

### What's next?

# Spot on training

A photograph of a middle-aged man with a beard and short hair, wearing a blue collared shirt and a dark blue cardigan. He is looking towards the right. Behind his head is a glowing white circle, which is the 'o' in the word 'on' from the main headline.

## About CIPS, the Chartered Institute of Procurement & Supply

### The professional body

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

### Quality guaranteed

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

### The Global Standard

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

### A commercial organisation

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.