

Certificate in Contract Development, Negotiation & Management

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Introduction:

What you will learn

- how to develop and implement a highly effective procurement strategy and plan for your organization to reduce the overall cost of purchasing
- how to manage your supply chain in order to deliver maximum value at minimum cost
- how to develop and implement a best-practice process for the management of contracts and the supply chain
- how to adopt innovative ways to select contractors and prepare tender documents
- how to choose the type of contract and compensation terms that best achieves the contract's objectives
- how to prepare tender evaluation criteria and evaluate a tender submission
- how to manage contract risk

Training Method:

This workshop makes extensive use of oil industry case studies, examples and exercises, with delegates working in syndicates to analyse problems and recommend solutions.

Who Should Attend?

The Certificate in Contract Development, Negotiation & Management is suitable for professionals involved in the contracting process, including:

- Procurement Professionals
- Contract Management Professionals
- Contract Managers and Administrators
- Contract Negotiators
- Contract Lawyers and Attorneys
- Sales Contracting Professionals, including key account managers.

- Purchasing, Sourcing and Supply Management Professionals
- Procurement Managers
- Finance Professionals involved in contracting
- Operational Managers
- Commercial Relationship Managers
- Risk & Compliance Managers

Course Objectives:

Developing your own effective procurement and Supply Chain Management (SCM) strategy can make valuable quantifiable contributions to your company's performance. This practical course shows you how to adopt a "best-practice" model, and outlines the latest thinking in upstream petroleum industry procurement.

Programme Outline:

What is a contract?

- the contract as a legal instrument
- the contract as an investment tool

What is the supply chain and how do we manage it?

- illustration of supply chain management (SCM)
- benefits of defining SCM
- SCM analysis for opportunities to save money

Developing a best-practice procurement process

- a suggested process for managing contracts from beginning to end
- the role of end-users and the contracts specialist

What makes the petroleum industry different?

the role of government, national oil companies (NOC's) and coventurers

What is a contracts strategy and how do we develop one?

• oil industry case studies and examples

- the essential ingredients of a contracts strategy
- the process of developing a contracts strategy

The role of contracts policy and procedures

- the vital relationship between contracts strategy, policy and procedure
- oil industry examples of contracts policy and procedure

Alternative contracts strategies

• oil industry examples and case studies

The role of contract risk assessment

- the importance of contract risk assessment in strategy and contractor selection
- how to carry out a contract risk assessment

Alternative tendering strategies

- functional versus technical specifications
- oil industry examples

Different types of contracts

- strengths and weaknesses of alternative contract types
- how to choose an appropriate contract compensation method

How to prepare contractor selection criteria

- oil industry examples
- traditional versus non-traditional selection criteria

How to evaluate tender submissions

- how to ensure best-value selection
- how to avoid common mistakes

Understanding the "small print"

• getting to grips with contractual language and terms and conditions

How to manage the contract after it has been awarded

- the role of the "kick-off" meeting
- preventing and resolving disputes
- managing cost and performance
- how to give contractor feedback