



Strategic Contract Management

Key Concepts, Processes and Current Practices

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Strategic Contract Management

5 days training course

For detailed information on training course dates, please click the link:

[Strategic Contract Management.](#)



Course Overview

This 5-day course provides participants with a comprehensive understanding of contract management principles, strategies, and practices. It covers the entire contract lifecycle from procurement planning to contract negotiation, performance monitoring, risk management, and closing the contract. Participants will gain the skills and knowledge necessary to manage contracts strategically, ensure their successful delivery, and maximize the value of contracts throughout their lifecycle.

Objectives:

- Develop a strategic approach to contract management, from procurement planning to contract closure.
- Learn the key principles of contract management and how to handle common issues that arise during contract execution.
- Gain expertise in negotiating contracts and managing contract risks.
- Understand the tools and techniques for monitoring contract performance and ensuring value delivery.
- Learn how to effectively manage stakeholders and make informed decisions regarding contract extensions, renewals, and terminations.

Who Should Attend?

- Contract managers and professionals involved in contract management and procurement.
- Project managers, procurement specialists, and team leaders responsible for overseeing contracts.
- Legal advisors and compliance officers involved in contract drafting and negotiations.
- Senior executives and managers seeking to enhance their understanding of strategic contract management.

Course Outline:

Day 1: Introduction and Key Concepts

- Contract Management overview
- The purpose and nature of contracts
- Key contract management principles
- Typical issues connected with contract management
- Projects, programs, and endeavors
- Project lifecycle
- The role of stakeholder management in successful contracts
- Understanding key stakeholders; stakeholder management planning
- Effective stakeholder management strategies
- Business need analysis and requirements elicitation
- Definition of project requirements

Day 2: Strategic Procurement Planning

- What are contracts and how are they created?
- Corporate procurement strategy
- Contract delivery models
- Pre-contract fundamentals
- Procurement / contract management cycle: before, during, and after signing the dotted line
- Pre-tender activities

- Developing acquisition strategy and specifications
- Contract pricing strategies
- The tender process, tender documentation required, evaluation planning, evaluation methodologies
- Supplier selection: requirements for a good set of selection criteria; evaluation matrix
- Structure of contracts

Day 3: Contract Negotiation and Transition

- Preparing to negotiate: objectives, context, issues, negotiating strategies
- Negotiation styles, assessment of negotiating position/power
- Negotiation planning and process
- Interest-based bargaining
- When things don't go as planned
- Negotiator tactics and skills
- Contract transition
- Contract risk management definitions and process
- New concepts in risk mitigation

Day 4: Planning the Contract Delivery: Establishing the Baseline

- Project scope, requirement traceability, and Work Breakdown Structure (WBS)
- Using the Critical Path Method to manage contract deadlines
- Managing budget and contingencies
- Identifying and mitigating risks
- Effective contract monitoring

- Fundamentals of effective contract performance monitoring and control
- Refining project requirements and managing variations
- Earned Value Management (EVM)
- Payments management, linking payments to performance, payment records

Day 5: Maximising Value through Effective Control

- Managing project creeps and time delays
- Issue / dispute resolution
- Managing poor performance and non-conformance
- Closing the contract
- Contract termination / extension
- Decision-making on options for contract extension, renewal, or termination
- Project completion / inspection / handover / acceptance
- Lessons learned
- Contract performance reviews and benefit realization



DOCUMENTATION

The **MTC team** has meticulously prepared **high-quality training materials** for distribution to all delegates.

CERTIFICATES

An **accredited Certificate of Completion** will be awarded to participants who successfully attend and complete the program.

SCHEDULE

Course sessions are scheduled as follows:

- **Morning Session:** 09:00 AM – 1:00 PM
- **Afternoon Session:** 01:00 PM – 05:00 PM

REGISTRATION & PAYMENT

To register, please complete the **registration form** available on the course page and submit it with your **preferred payment method**. Alternatively, you can contact us via **email or WhatsApp** for assistance.

TRAVEL & TRANSPORT

We ensure a **seamless travel experience** by providing **airport-hotel-airport** transfers for all participants.