

# CONTRACT MANAGEMENT IN PROJECTS (ER-PNSPC) (12 hours, 12 PDUs) ILT or VCT

## AFTER THE COURSE YOU WILL

- ❖ Know more about contracts, contract management and how to better make use of them.
- ❖ Know the Contract and Procurement management processes and life-cycle
- ❖ Develop your techniques and skills on how to negotiate to reach a win-win result.

## TARGET GROUP

- ❖ Contract Managers
- ❖ Customer Project and Program Managers
- ❖ Core 3 team (Sales team) members
- ❖ Product Managers, Sponsors
- ❖ Line Managers
- ❖ ... or any other person interested in getting to know more about contract management

## TRAINING METHODS

We apply a training method based on learning by doing". This means optimizing your learning by combining the trainer's input with your own experience and active participation.

Contract Management is increasingly important in today's business environment, since companies and organizations tend to cooperate, contract, outsource and subcontract many activities.

In this course you will learn about the steps and techniques in Contract Management, to ensure successful projects.

In the course you will also develop your negotiation skills, in theory and in practice.

## SUBJECTS

- ❖ Contract and Procurement Management process and roles
- ❖ Contract and Procurement strategies
- ❖ Legislation: considerations, obligations, types of contracts and orders
- ❖ Product/service costs and payment conditions
- ❖ Tender: analysis of market and suppliers, selection techniques
- ❖ Negotiation Skills:
  - ✓ Techniques, strategies and tactics
  - ✓ Know how to plan, start, do and conclude a successful negotiation
  - ✓ Human features (persuasion, negotiation styles and typologies)
  - ✓ Communication techniques

## PREREQUISITES

At least generic project management knowledge and experience