

Effective Contract Management

Aim

The aim of this programme is to enhance delegates' skills and confidence to avoid pitfalls in contract management and to get the best from your project through a mix of presentations and sharing experiences with other contract managers

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

Sample programme

Agenda

09.15 **Introductions and Welcome**

09.30 **Why contract management is so important**

- Identifying issues the delegates find challenging in its contract management work
- The importance relationships play in good contract management

Break

11.00 **Learning from others**

- Case Studies: showing different contract management approaches that were used

11.45 **Maintaining value for money during the contract period**

- The techniques and the challenges in making them work

12.15 **Group exercise**

- Take stock of what has been learned and exchange ideas on how this can lead to better contract management

Lunch

13.30 **Learning from others (cont'd)**

- Case Studies

14.15 Negotiating skills

- Carry out and review a negotiations exercise of a typical contract management situation

Break

Open discussion

- A chance to discuss further issues that have arisen during the day

Action Planning

- Identifying what the delegates will do to improve their approach to contract management when they return to the workplace

16.30 Concluding remarks and close