

Scotland Excel

Procurement

Contract and Supplier Management Fundamentals

Date and Location

Tuesday 15 October 2019, 10am-4pm (1 day)
Scotland Excel, Renfrewshire House, Paisley

Aim and Outcomes

This workshop provides an overview of contract and supplier management and highlighting practical processes, models and techniques that can be used to control and manage contracts and suppliers more effectively.

By the end of this workshop learner will be able to describe:

- the difference between contract and supplier management and when to apply each
- key elements of contract management such as planning, performance management, contractual disputes / developments and exit strategies
- key elements of supplier management such as performance and relationship management

Practice Workshop Content

General

- The difference and similarities between contract management and supplier management
- Various tools to assess whether contract management or supplier management is the optimal relationship, such as contract segmentation

Contract Management

- Plans for contract management, performance management and supplier motivation, including contract management process maps and resource allocations
- Dealing with contractual disputes and contractual developments
- Exit / termination strategies and retendering

Supplier performance

- Methods of supplier performance management, such as KPIs, management information, balanced scorecards, CSM meetings and reporting and exit strategies

Methodology

This workshop is delivered by an experienced Scotland Excel tutor who has significant experience across various disciplines within the Scottish public sector context. Course delivery is via work-based learning and by focusing on practical examples, case-studies and activities, the skills derived from which can be applied immediately within your candidates' roles.

How much does it cost?

A full-day Practice Workshop costs £150 per learner for local authority members of Scotland Excel, £165 for associate members and £180 for other public sector organisations.



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Essential Information

What are Practice Workshops?

A series of non-accredited, non-assessed work-based-learning workshops delivered by Scotland Excel's award-winning Academy in:

- Scottish public sector procurement
- leadership and management
- coaching and mentoring

Each workshop will generally comprise:

- 1-4 hours of preparatory work prior to participating in the workshop, such as accessing recommended reading and video content and participating in discussion forums on the Academy's online platform
- 5-7 hours of classroom-based learning, structured so that learning can be utilised immediately within the workplace

Both preparatory work and workshop attendance will count towards the learner's commitment to Continuing Professional Development (CPD).

Who are the Practice Workshops aimed at?

Public sector staff who are keen to build on their public procurement, leadership and management and coaching and mentoring skills.

Where will they be delivered?

Each workshop will be delivered within the Scotland Excel office in Paisley. However, if required and demand dictates we are more than happy to deliver at locations outwith.

Why Scotland Excel?

Scotland Excel is the Centre of Procurement Expertise for Scotland's local government sector, an established SQA and CMI Approved Centre, a CMI Chartered Manager Assessment Centre and the sole provider to the Scottish public sector of the CIPS Corporate Award. Our overarching aim is to further drive professionalism in the Scottish public sector by delivering our courses through a work-based learning methodology.

These Practice Workshops are supported by our award-winning Scotland Excel Academy, which enhances interactive learning experiences. Therefore, these Practice Workshops provide a great introduction into what we can offer learners in their ongoing self-development journey.

How do I register?

Register your place, express an interest, or request further information by contacting helene.holden@scotland-excel.org.uk or telephone 0141 618 7436.



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