

P02 - CONTRACT AND SUPPLIER MANAGEMENT

LEVEL

DURATION

METHOD

Working /Practitioner

1 day

Training course

OVERVIEW

Contract and supplier management is a key skill for public procurement staff. This course is for those wishing to understand and undertake contract and supplier management. On completion of this course attendees will have gained knowledge and understanding of the subject and be able to put principles into practice.

AUDIENCE & FORMAT

This course is for procurement professionals and contract users engaged in procurement, contract preparation or contract and supplier management. The content is presented by a trainer and supported by facilitated discussions centred on relevant and illustrative case studies, with training notes supplied.

OUTCOMES

On completion of this course attendees will:

- Be able to highlight key issues and make use of processes and techniques
- Be able to put the principles outline in the Procurement Journey into practice
- Be able to build supplier relationships and understand their needs
- Know the interdependence of contract strategy, procurement planning and the management of contracts
- Understand contract management and its relevance to your role
- Understand the controls required to manage contracts efficiently.

COURSE CONTENT

- Controls: getting what you contracted for, dispute resolution
- Performance: monitoring, measuring and improvement
- Relationships: developing and maintaining, building trust
- Supply chain and suppliers
- The contract management process
- The contract manager, their role and responsibilities
- The Procurement Journey, the procurement cycle, retendering
- The role and scope of contract management
- Types of contract, strategy, risks, variations and flexibility

Relevant Competencies

- Contract management
- Supplier management

PROCUREMENT JOURNEY

- Zone C (contract and supplier management)