



# Contract Management Workshop

## Synopsis

This two-day workshop introduces participants to the fundamental principles of contract management, including the legal basis and purpose of a contract, structure and key contractual terms, the different types of contracts, and the management of the contract over its lifecycle. Participants will also learn key Supplier Relationship Management and negotiation strategies to discover new ways to extract maximum value from their contracts.

## Objectives

The objectives of this training workshop are for participants to:

- Develop an understanding of Contract Management and the ways that it can create value
- Understand and develop the skills and behaviours required for great Contract Management
- Understand the basics of contract law and the legal basis of a contract
- Understand the different types of contracts and commercial agreements that are commonly used
- Understand how to manage a contract over its lifecycle
- Understand the basic contractual means of managing supply risk
- Review the probity requirements that apply to contract management
- Recognise when a contract is 'in distress' and what to do about it
- Be able to use contracts as the foundation for building effective relationships with suppliers.

## Outcomes

As a result of this workshop participants will:

- Understand their role and responsibilities within the organisations' contract management processes
- Be more effective and efficient at negotiating contracts that address the key legal, commercial and delivery risks for a given Scope of Work
- Implement contract management processes that will improve supplier performance and minimise contract variations over the contract lifecycle
- Understand how to build more effective supplier relationships that will help to ensure that the full value of the contract is realised while avoiding probity risks
- Be recognised as effective and professional Contract Managers by suppliers and other contract stakeholders.

