



# MASTERING CONTRACTS MANAGEMENT: The Oxford 5-Day MBA

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## **London**

05 - 09 Mar 2018  
07 - 11 May 2018  
10 - 14 Dec 2018

## **Liverpool**

02 - 06 Jul 2018  
26 - 30 Nov 2018  
17 - 21 Dec 2018

## **California**

13 - 17 Aug 2018

## **Amsterdam**

17 - 21 Sep 2018

## **Miami**

15 - 19 Oct 2018

## **Geneva**

12 - 16 Nov 2018

## **New York**

03 - 07 Dec 2018

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## INTRODUCTION

The Contract is at the core of all commercial transactions and contracts management is a core competency of all successful organisations. The very best organisations in the world understand the benefits of increased profits and higher productivity resulting from mastering best practices in the important phases of contract management.

**This training seminar provides both strategic and practical insights into:**

- Negotiations
- Price and Cost Analysis
- Managing Risk through Contract Types
- Critical Source Selection
- Contract Administration and Claims Disputes

## OBJECTIVES

**Participants attending the training seminar will gain from:**

- Developing negotiation skill sets to achieve the organisation's objectives
- Discussing important aspects of price and cost analysis
- Analyzing the various pricing models used in preparing proposals
- Differentiating contract types and how they transfer risk
- Explaining how to deal with volatile materials pricing
- Evaluating Performance-Based Service Contracting Methods

## ORGANISATIONAL IMPACT

**The organization will benefit by:**

- Significantly improved outcomes in commercial transactions
- Advanced trained contract personnel leading and guiding the contracting process
- Continuous improvement in customer service
- Superior productivity of personnel involved in contract activities
- Ensure that contracting is a high value added process
- Improvements in the performance of contractors

## TRAINING METHODOLOGY

Participants will increase their knowledge base and skill sets through a variety of instructional methods including presentations by a world class professional experienced practitioner and consultant who has "been there-done that", individual and group exercises, reviewing published articles, checklists, and group discussions covering current practices and their relationship to the implementation of new concepts.

Attendees are encouraged to present problems for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. A supportive comprehensive training seminar manual, in both printed and electronic form, enabling practical application and reinforcement is provided. Time will be allowed for general discussions, and for one-to-one discussion with the senior professional consultant.

## PERSONAL IMPACT

**Attendees will gain by participation in this training seminar through:**

- Mastering skills in managing contract activities
- Exceptional negotiation skills
- Greater ability to develop professionally
- Increased job satisfaction
- Receiving increased recognition by their organization leading toward advancement
- Superior confidence in leading, planning, and managing the entire contract process

## WHO SHOULD ATTEND?

- Contracts, Contract Administration Professionals
- Tendering, Purchasing, Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals
- And all others who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

# SEMINAR OUTLINE

## DAY 1

### Good Contracting and Procurement Practice

- Elements of a Good Contracting and Procurement Process
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models

## DAY 2

### Contract Types and Payments

- Managing Risk
- Contract Risk Sharing Continuum
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Innovative Contract Types
- Economic Price Adjustment Clauses
- Invoices and Payments
- Parties to Letter of Credit

## DAY 3

### Source Selection and Contract Development

- Processes for Source Qualification
- Developing Prequalification and Tendering Criteria
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Use of Performance Based Contracting

## DAY 4

### Contract Negotiations

- Role of Negotiation
- Negotiation – What Is It?
- Characteristics of a Good Negotiator
- Basic Rules of Negotiation - Part 1: A quote is never a concrete number
- Basic Rules of Negotiation - Part 2: The Best Prepared Wins
- Basic Rules of Negotiation - Part 3: Have many issues and a BATNA
- Negotiation Tactics

## DAY 5

### Contract Administration and Close Out

- Post Award Functions - Overview and Responsibilities
- Contract Administration Duties
- Scope of Work Variations
- Contract Disputes
- Termination
- Contract Close-Out



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Code	Date	Venue	Fees
PM012	05 - 09 Mar 2018	London	\$5,500
PM012	07 - 11 May 2018	London	\$5,500
PM012	02 - 06 Jul 2018	Liverpool	\$5,500
PM012	13 - 17 Aug 2018	California	\$6,950
PM012	17 - 21 Sep 2018	Amsterdam	\$5,500
PM012	15 - 19 Oct 2018	Miami	\$6,950
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PM012	26 - 30 Nov 2018	Liverpool	\$5,500
PM012	03 - 07 Dec 2018	New York	\$6,950
PM012	10 - 14 Dec 2018	London	\$5,500
PM012	17 - 21 Dec 2018	Liverpool	\$5,500

## REGISTRATION DETAILS

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CITY: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## AUTHORISATION DETAILS

AUTHORISED BY: \_\_\_\_\_  
\_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
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TELEPHONE: \_\_\_\_\_  
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EMAIL: \_\_\_\_\_

## PAYMENT DETAILS

- Please invoice my company  
 Cheque payable to GLOMACS  
 Please invoice me

## CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

## 4 WAYS TO REGISTER

Tel: +971 (04) 425 0700  
Fax: +971 (04) 425 0701  
Email: [info@glomacs.com](mailto:info@glomacs.com)  
Website: [www.glomacs.com](http://www.glomacs.com)

## TERMS AND CONDITIONS

- Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

