

Effective Contracts and Procurement Management

(5 day course)



SHMAILAN

COURSE OBJECTIVE

Management life in many organizations today is becoming constantly more complex and this brings enormous demands on those entrusted with the role of leadership as well as their colleagues. This course seeks to define effective leadership as an activity for managers, which requires an alignment of action and attitude if optimum performance is to be achieved. The content addresses those issues that will explore how the manager can lead a team successfully, communicate vision and achieve their personal and professional objectives in an ever more demanding environment.

AUDIENCE

Who does this training benefit :

Procurement Managers / Senior Officers
Purchasing Managers / Senior Officers
Contract Administration Managers/Officers
Project Managers/Engineers/Officers
Those who are groomed for above positions

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 1.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- Better understanding of the procurement and contracts process
- Become more organized and efficient in procurement
- Be able to work better with vendors and other partners
- Be more confident in the procurement profession
- Understand the latest trends in procurement and contracting

Effective Contracts and Procurement Management - Course Review

What You Will Learn

On completion of this training course, delegates will be able to:

- > Understand strategic and operation procurement
- > Better organize the procurement and contracting process
- > How to better manage procurement on projects
- > The best way to manage vendor relationship
- > Learn tips for logistic management
- > Managing the procurement team

Course Content

COURSE CONTENT

Through a critical linkage of leading-edge concepts and best practices, participants will acquire the knowledge & skills to effectively manage the procurement function. The topics covered will include:

The concept of strategic & operational procurement management

How to craft procurement strategies, plans and programs

How to develop the proper procurement organization, policies, systems and procedures

How to determine the required procurement manpower requirement — composition, competency & quantity

Managing purchasing operations

Managing project procurement

Managing vendor relations

Tender management

Contract management

Warehouse management

Delivery / distribution / logistic management

Managing procurement information management system

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable
 13 – 5 days 20% of training cost
 5 – 3 days 40% of training cost
 2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

SCHEDULE

	January	February	March	April	May	June
Effective Contracts and Procurement Management						X
	July	August	September	October	November	December
					X	

PRICE

		\$ US
	Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form



Booking Form Fax Back
To
FAO INFO
Fax Number: 97143415352

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.....Postcode :
Telephone : Fax :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department
Email : Telephone :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Course : Effective Contracts and Procurement Management

Date of Workshop :

Invoice Details

Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE



