



Management Development Program > Short Course

Contract Management

Minimising risks, maximising value

Contract management is a skill required by managers in both the private and public sectors. Many organisations increasingly rely on the use of external parties to deliver critically important outcomes to their organisations.

Formulating business needs, selecting providers, negotiating contracts and the subsequent managing of those contracts, demands detailed understanding and astute risk-minimisation skills. Contract failures can be time consuming, disruptive and very costly.

This program aims to provide managers and staff involved in negotiating and managing contracts with a better understanding of contractual processes and issues. It will supply specific hands-on tools and techniques to help prevent common contract management risks.

- Appreciate the roles and responsibilities of contract stakeholders.
- Develop a comprehensive Contract Management Plan to manage stakeholders' expectations, allocate resources, mitigate risks and ensure transparent relationships.
- Manage disputes, underperforming suppliers, variations to plans and premature terminations.

Please note that the course does not aim to provide a comprehensive coverage of contract law. It will briefly address the basic concepts only.

Stimulating, interactive learning

This hands-on program offers a stimulating learning experience. It will be highly interactive, with plenty of opportunity and encouragement for participants to advance their opinions and ideas in a supportive environment.

The presenter will adopt a proven theory-application-discussion model of learning, supported by the use of case studies, practical exercises and group discussions. You will also receive a set of checklists, templates and detailed notes, designed to provide ongoing contract-management assistance.

Who should attend?

This program is recommended for all managers, team leaders, supervisors and professionals involved in any phase of procurement, contract management or administration, who are:

- Responsible for the achievement of contractual outcomes.
- Accountable for mitigating contract risks.
- Looking for practical tools to help manage contracts and present their results efficiently and effectively.

The program will appeal to the private, public and not-for-profit sectors.

*"Excellent,
focused content
with a good level
of participant
interaction"*

2009 feedback

Venue

Darwin Airport Resort
1 Henry Wrigley Drive
Marrara

Date

Wed 23 - Thurs 24 Sept, 2009

Time

9am - 5pm
(Light lunches provided)

Cost

\$1,250 per person GST-free
(Group and Earlybird discounts available)

Customisation

This program can be tailored to meet the needs of your organisation. Phone Andrew Stevens on 08 8303 5703

Essential knowledge to consistently achieve objectives

Structured to offer a balance of strategic and operational considerations, Contract Management will provide you with the essential knowledge and skills required to effectively deliver contract outcomes while minimising contract risk exposure.

It will outline the tools, techniques and principles of a systematic approach to the contract management process, allowing you to efficiently and consistently achieve objectives.

As a result of attending this program, you should be able to:

- Assess your strengths and weaknesses in contract management, and your organisation's.
- Critically evaluate various contract management approaches.
- Develop a Contract Management Lifecycle Model to suit your specific environment, breaking contracts down into manageable parts.
- Understand necessary pre-contract activities, including accurate articulation of your business requirements, tender evaluations and supplier selection.
- Understand the key principles of contract negotiations.

Contact

p: (08) 8303 3268

f: (08) 8303 6140

amanda.bramwell@adelaide.edu.au

www.adelaide.edu.au/professions/execed

Group discounts

The fee for one or two participants is \$1,250 per person. For bookings of three, however, a discounted total fee of \$3,187 is offered – a reduction of 15% per person. And for five, a total fee of \$5,000 is offered – a reduction of 20% per person.

Earlybird discount

For registrations **with payment** received no later than 28 days prior to commencement of the program, a discount of 10% applies as per the following table:

	1 person	3 people	5 people
Earlybird Fee	\$1,125	\$2,868	\$4,500
Earlybird Saving	\$125	\$319	\$500
Standard Group Fee	\$1,250	\$3,187	\$5,000

Please note that this program is GST-free.

Cancellations and deferments

If written notification of cancellation or deferment is received no less than three weeks prior to the program start date, the full fee will be refunded. If notification is received between four days and three weeks prior to the program start date, a 25% fee will apply. If notification is received less than four working days prior to the program start date, the full fee will be forfeited.

If the intended participant is unable to attend, a suitable substitute will be accepted right up to the morning of the program with no financial penalty.

For more information on this

or any other Darwin MDP Short

Course, call Amanda Bramwell

on (08) 8303 3268 or e-mail

amanda.bramwell@adelaide.edu.au

The presenter



Alina Lebed MBA, BSc, G Cert Ed, Dip Mngmnt & Intl Trade, APESMA

Alina is a leading management consultant specialising in complex problem solving for a variety of clients throughout Adelaide and interstate. Prior to this role, she led the Business Advisory Practice for an international consulting firm in Adelaide.

Alina has also lectured in the areas of Strategy, Risk and Project Management at the University of Adelaide since 2003. Her relevant areas of expertise include strategic analysis, business and marketing planning, corporate governance, business case analysis, risk management, economic and industry development, change management, strategic procurement and, of course, project management.

She has designed and implemented multiple training programs on many of these topics to a range of corporate and government clients, both locally and internationally.

"Passionately presented; Alina was clear, precise and very approachable."

2009 feedback

Registration Form and Tax Invoice Upon completion of this form, including the relevant payment, this form will become a Tax Invoice. ABN 61 249 878 937

Contract Management: Wed 23 - Thurs 24 September, 2009

YES I/we would like to strengthen the effectiveness of my/our contract management skills.

Please accept the following registration(s) at this MDP:

Number of people attending: Amount payable (GST-free): \$

Name: title first name last name

Position:

Organisation:

Postal Address:

Postcode:

Phone: Fax:

E-mail:

My organisation is: Government Non-Government

Method of payment

Cheque (please make payable to The University of Adelaide) and forward with a copy of THIS registration form to Amanda Bramwell at the address below.

Debit my: Mastercard Visa Amex

Card No.:

Cardholder's Name:

Signature: Expiry date:

I would prefer not to receive promotional material regarding future programs offered by the Executive Education Unit.

Now mail or fax to:

**Amanda Bramwell
Executive Education Unit
The University of Adelaide, SA 5005.
Fax: (08) 8303 6140.**