

Commercial & Contract Management

Learn to initiate, bid, develop, negotiate and manage commercial contracts across their full lifecycle.

5 Days

DURATION

11

MODULES

63

TOPICS

Practitioner: 2 days, Advanced: 2 days, Expert: 1 day

COURSE OVERVIEW

CCM is fast becoming a globally recognized discipline and is poised for rapid growth within both the public and private sector. The transition to a digital economy creates a need for innovation in commercial policies and contracting practices, which can only be fulfilled through a professional workforce.

WHO THIS COURSE IS FOR

Anyone who would like to have a Know how and Make a Career in this area

PREREQUISITES

- None

LEARNING OBJECTIVES

- Explain core commercial and contract management concepts
- Apply cost benefit analysis and sourcing options
- Describe the RFI, RFP and RFQ bid process
- Draft statements of work and service level agreements
- Apply negotiation styles, tactics and financial considerations
- Implement contract monitoring and performance management
- Analyse dispute handling and contract close out
- Assess ethics, compliance and risk in contracting

11 Modules, 63 Topics

01

Initiate

TOPICS

- Commercial and Contract Management Introduction
- Contract Administration
- Requirements Definition
- Cost Benefit Analysis
- Sourcing Options
- Conducting a Terms Audit
- Cost Identification

02

Bid

TOPICS

RFI, RFP, RFQ · Responding to Request For Proposals · Bid Process and Rules · The Influence of Laws on the Bid Process · Evaluation Criteria · Stakeholder Management · Understanding Markets and Opportunities

03

Develop

TOPICS

- Contract and Relationship Types
- Terms and Conditions Overview
- Partnership, Alliances and Distribution
- Statement of Work / Service Level Agreement Production
- Drafting Guidelines and Considerations
- Other Strategic Considerations

04

Negotiate

TOPICS

Planning, Overview and Objectives · Framing, Strategy and Goals · Styles and Techniques · Tactics, Tricks and Findings · Financial Considerations

05

Manage

TOPICS

Implementation and Communication · Monitoring and Performance Management · Contract Change Management · Dispute Handling and Resolution · Contract Close Out

01

Introductory

TOPICS

Commercial Excellence

02

Personal

TOPICS

- Leadership and Becoming a Trusted Advisor
- Negotiating, Including Virtual Negotiations
- Customer Relationship Management (CRM)
- Supplier Relationship Management (SRM)
- Cross-Cultural Effectiveness in Trading Relationships
- Interactive Case Study: Negotiation

03

Business Acumen

TOPICS

- Top Ten Pitfalls to Avoid in Contracting
- Visualization and Design
- Managing and Mitigating Cost and Risk
- Advanced Financial Considerations
- Simplifying and Streamlining Processes
- Benchmarking
- Government Contracting / Public Procurement
- Third Party Channels
- Ethics, Compliance and Sustainability
- **Interactive Case Study:** Workgroup Analysis

04

Technical

TOPICS

- Intellectual Property
- Competition and Anti-trust
- Relational and Outcome-based Contracting
- Governance and Standards
- Outsourcing Strategies and Tools
- International Trading
- Drafting Operational Terms
- Industries and Contract Types
- Agile Contracting and Managing Change
- Creating a Contract Management Plan
- Using Technology to Become More Effective
- **Interactive Case Study:** Complex Relationships

01

Transforming Learning Into Business Value

TOPICS

- The expert program represents a logical extension from the Advanced Practitioner syllabus. It converts theory into action through an active business case. You demonstrate how techniques, strategies and knowledge are applied to achieve approval for the business case.

02

Demonstrating Achievement in the Expert Program

THE JUDGING CRITERIA ARE:

- Your preparation of the business case presentation, including evidence of supporting research
- Understanding and evidence of stakeholder analysis
- Demonstration of influencing skills through the quality (behavioral and technical) of your presentation

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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