

COURSE OVERVIEW CM0104 Certified Contract Manager

Course Title

Certified Contract Manager

Course Date/Venue

October 13-17, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Course Reference CM0104

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description







This course is designed to provide participants with a detailed and an up-to-date overview on Certified Contract Manager. It covers the importance, key roles and responsibilities of contract management; the contract type and structures, fixed-price, reimbursement and time and materials; the contract lifecycle, legal aspects of contracts management in contract; the contract formation process and contract negotiation strategies; the processes and practices bidding and tendering of stakeholders' management; the contract award and contract finalization: and the administration. performance metrics, key performance indicator (KPIs) and change management.



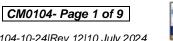
During this interactive course, participants will learn the potential disputes and financial management, budgeting, cost control, payment terms and invoicing; the applicable laws and regulations and the ethical considerations in contract management; the internal controls and audits, reporting and accountability and the procedures for terminating contracts; incorporating sustainability criteria in contract management and advanced contract management techniques; the international contracting; and the future trends in contract management.















Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "Certified Contract Manager"
- Discus the importance, key roles and responsibilities of contract management
- Recognize the contract type and structures covering fixed-price, costreimbursement and time and materials
- Discuss the contract lifecycle, legal aspects of contracts and risk management in contract
- Carryout contract formation process and contract negotiation strategies
- Apply the processes and best practices of bidding and tendering and stakeholders' management
- Employ contract award and finalization, contract administration, performance metrics, key performance indicator (KPIs) and change management
- Identify potential disputes and apply financial management including budgeting, cost control, payment terms and invoicing
- Discuss the applicable laws and regulations as well as the ethical considerations in contract management
- Carryout internal controls and audits, reporting and accountability as well as the procedures for terminating contracts
- Incorporate sustainability criteria in contract management and carryout advanced contract management techniques
- Explain the international contracting and the future trends in contract management

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**[®]). The **H-STK**[®] consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a basic overview of all significant aspects and considerations of contract management for those who are involved in any aspect of preparing, implementing, managing or administering contracts and who are committed to prove their dedication to their professional growth.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.





Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Contract Manager". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-













(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.













Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

• The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

US\$ 7,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day







Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly: -



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, is a Senior Management Consultant with over 40 years of teaching, training and industrial experience. His expertise lies extensively in the areas of Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Leadership Skills, Presentation Skills, Communication &

Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management, Financial Administration, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management and **Project Communications** Management. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the Psychologist & Project Manager wherein he was responsible in the project management and private psychology practices.

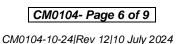
During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, ESKOM, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.













Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 13th of October 2024

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0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Overview of Contract Management
	Definition and Importance • Key Roles and Responsibilities
0930 - 0945	Break
	Contract Types & Structures
0945 - 1030	Fixed-Price Contracts • Cost-Reimbursement Contracts • Time and Materials
	Contracts
1030 - 1130	Contract Lifecycle
	Stages from Initiation to Closure • Key Activities in Each Stage
	Legal Aspects of Contracts
1130 - 1230	Essential Elements of a Valid Contract • Common Contractual Terms and
	Conditions
1230 -1245	Break
1245- 1345	Risk Management in Contracts
	Identifying and Assessing Risks • Mitigation Strategies
1345 – 1420	Case Study: Contract Lifecycle Example
	Real-World Application and Analysis
1420 – 1430	Recap
1430	End of Day One

Day 2: Monday, 14th of October 2024

0730 - 0830	Contract Formation Process
	RFPs and RFQs • Proposal Development
0830 - 0930	Contract Negotiation Strategies
	Preparation and Planning • Techniques for Effective Negotiation
0930 - 0945	Break
0945 – 1115	Bidding & Tendering
	Processes and Best Practices • Evaluating Bids
1115 – 1230	Stakeholder Management
	Identifying and Engaging Stakeholders • Managing Expectations and
	Communication







1230 - 1245	Break
1245 – 1345	Contract Award & Finalization Final Review and Approval • Formalizing the Agreement
1345 – 1420	Interactive Session: Negotiation Role-Play Practicing Negotiation Scenarios
1420 - 1430	Recap
1430	End of Day Two

Day 3: Tuesday, 15th of October 2024

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0730 - 0830	Contract Administration Monitoring and Reporting Requirements • Document Management
0830 - 0930	Performance Metrics & KPIs
	Setting and Measuring Performance Standards • Continuous Improvement
0930 - 0945	Break
0945 – 1115	Change Management
	Handling Contract Modifications • Change Control Procedures
1115 – 1230	Dispute Resolution
	Identifying Potential Disputes • Resolution Mechanisms and Best Practices
1230 - 1245	Break
1245 - 1345	Financial Management
	Budgeting and Cost Control • Payment Terms and Invoicing
1345 - 1420	Practical Exercise: Performance Review
	Analyzing and Reporting on Contract Performance
1420 - 1430	Recap
1430	End of Day Three

Day 4: Wednesday, 16th of October 2024

Wednesday, 10 of October 2024
Regulatory Compliance Understanding Applicable Laws and Regulations • Ensuring Compliance
Ethical Considerations in Contract Management Ethical Decision-Making • Avoiding Conflicts of Interest
Break
Governance & Oversight Internal Controls and Audits • Reporting and Accountability
Contract Termination Termination Clauses • Procedures for Terminating Contracts
Break
Sustainability in Contract Management Incorporating Sustainability Criteria • Long-Term Impact
Case Study: Ethical Dilemmas Analysing and Resolving Ethical Issues
Recap
End of Day Four

Day 5: Thursday, 17th of October 2024

0730 - 0930	Advanced Contract Management Techniques Collaborative Contracting • Strategic Alliances and Partnerships
0930 - 0945	Break
0945 - 1100	Technology in Contract Management Contract Management Software • Digital Transformation













1100 – 1215	International Contracting Cross-Border Contracts • Navigating Different Legal Systems
1215 – 1230	Break
1230 – 1300	Professional Development Certifications and Continuing Education • Career Pathways in Contract Management
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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