



*Training Course:  
Contracts and Purchasing for Contracts  
Managers*

*4 - 8 November 2024  
Geneva (Switzerland)*

## Training Course: Contracts and Purchasing for Contracts Managers

Training Course code: PC235218 From: 4 - 8 November 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

### Introduction:

The Contracts and Purchasing training program is designed to provide Contracts Managers with a comprehensive understanding of the entire procurement cycle. In today's dynamic business environment, effective contract management and purchasing strategies are essential for organizational success. This program will equip Contracts Managers with the knowledge and skills required to manage contracts, negotiate effectively, and optimize procurement processes.

### Target Audience:

This training program is specifically tailored for Contracts Managers, Procurement Managers, and professionals responsible for contract management and purchasing within their organizations. It is suitable for both newcomers to the field and experienced practitioners looking to enhance their skills.

### Objectives:

By the end of this training program, participants will be able to:

- Understand the fundamentals of contract management and purchasing.
- Create, review, and manage contracts effectively.
- Implement best practices for supplier selection and evaluation.
- Negotiate contracts to achieve favorable terms and conditions.
- Optimize procurement processes to reduce costs and enhance efficiency.

### Outlines:

Day 1:

#### Introduction of Contract Management and Purchasing

- Introduction to contract management and purchasing.
- Key principles of contract law.
- The role of Contracts Managers in the organization.
- Legal and ethical considerations in procurement.

Day 2:

Contract Development and Management

- Contract lifecycle management.
- Creating, reviewing, and amending contracts.
- Risk assessment and mitigation in contracts.
- Contract administration and compliance.

Day 3:

Supplier Selection and Evaluation

- Methods for supplier identification and evaluation.
- Supplier qualification and performance metrics.
- Vendor assessment and rating.
- Developing supplier relationships.

Day 4:

Contract Negotiation and Optimization

- Negotiation strategies and tactics.
- Contract negotiation process.
- Terms and conditions negotiation.
- Cost optimization and value creation.

Day 5:

Procurement Process Optimization

- Procurement strategies and methodologies.
- Cost reduction and efficiency enhancement.
- Inventory management and supply chain optimization.
- Technology tools and systems in procurement.



## Registration form on the Training Course: Contracts and Purchasing for Contracts Managers

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

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registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
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Complete & return the  
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to: Global Horizon  
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