



*Training Course:  
Procurement and Contracts*

*31 March - 4 April 2025  
Kigali (Rwanda)*

## Training Course: Procurement and Contracts

Training Course code: PC235677 From: 31 March - 4 April 2025 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

Procurement and contracts are critical to the success and sustainability of any organization. This training program, developed by Global Horizon Training Center, is designed to equip professionals with the skills and knowledge required to effectively manage procurement processes and contractual agreements. Participants will gain insights into best practices, risk management, and compliance to optimize organizational resources and foster strategic partnerships.

### Objectives

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

- Understand procurement principles, processes, and strategies.
- Develop and implement effective procurement policies.
- Manage contract lifecycle processes, from negotiation to execution and closure.
- Identify and mitigate risks in procurement and contractual agreements.
- Build stronger relationships with suppliers and stakeholders to achieve organizational goals.

### Course Methodology

This interactive training program will use a mix of:

- Presentations and lectures.
- Case studies and group discussions.
- Q&A sessions for practical application.

### Organizational Impact

Implementing the skills learned in this course will:

- Improve procurement efficiency and cost-effectiveness.
- Strengthen contract compliance and risk management.
- Enhance supplier and stakeholder relationships.
- Drive organizational growth through strategic procurement practices.
- Increase transparency and accountability in procurement processes.

## Target Audience

This course is ideal for:

- Procurement and purchasing professionals.
- Contract managers and administrators.
- Supply chain and logistics personnel.
- Project managers involved in procurement activities.
- Legal advisors and compliance officers in procurement.

## Course Outline

### Day 1: Fundamentals of Procurement and Contracts

- Overview of procurement and contracts
- Key terminology and concepts
- Legal and regulatory frameworks
- Roles and responsibilities in procurement
- Procurement planning and strategy

### Day 2: Procurement Processes and Practices

- Identifying needs and creating specifications
- Vendor selection and qualification

- Request for Proposal RFP and Tendering processes
- Evaluating bids and proposals
- Negotiating procurement terms

#### Day 3: Contract Lifecycle Management

- Drafting effective contracts
- Key clauses in procurement contracts
- Managing contract performance and compliance
- Resolving disputes and claims
- Contract renewal and termination

#### Day 4: Risk Management in Procurement and Contracts

- Identifying and assessing risks
- Mitigating procurement and contractual risks
- Contingency planning
- Ensuring ethical and transparent procurement
- Compliance with standards and regulations

#### Day 5: Advanced Topics

- Supplier relationship management
- Procurement in the digital age e-procurement
- Sustainable and green procurement practices
- Emerging trends in procurement and contracts
- Course review and feedback

## Registration form on the Training Course: Procurement and Contracts

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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  
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place.

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registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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