



*Training Course:  
Contracts and Purchasing for Contracts  
Managers*

*1 - 5 March 2027  
Baku (Azerbaijan)*

## Training Course: Contracts and Purchasing for Contracts Managers

Training Course code: PC235218 From: 1 - 5 March 2027 Venue: Baku (Azerbaijan) - Training Course Fees: 5775 € 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.

### 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.

### Target Audience:

- Contract Managers
- Procurement Managers
- Commercial Managers
- Supply Chain Professionals involved in contract administration
- Legal Advisors dealing with contracts and procurement
- Project Managers responsible for contractual compliance and supplier management
- Anyone involved in preparing, negotiating, or managing contracts within an organization

### 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
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### Easy Ways To Register

Telephone:  
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info@gh4t.com  
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