Global Horizon
TRAINING CENTER

Training Course:
The Contracts & Purchasing Masterclass

29 March - 9 April 2027
Geneva (Switzerland)

Training Course:
The Contracts & Purchasing Masterclass

Training Course code: PC4065 From: 29 March - 9 April 2027 Venue: Geneva (Switzerland) - Training Course Fees: 9550 Euro

Introduction

World-class organizations recognize that best practices in Purchasing and Contracting are critical for operational success. This intensive 10-day masterclass equips participants with the skills and strategies to move these functions from tactical execution to strategic value creation.

Participants will focus on:

- Developing organizational strategies for purchasing and contracting teams
- Roles and responsibilities of purchasing and contracting personnel
- Negotiation techniques with suppliers and contractors
- Cross-functional procurement and contracting approaches
- Tendering, RFQs, and contract selection
- Key contract terms, conditions, and contract management
- Measurement and improvement of purchasing and contracting performance

Objectives

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

- Review and implement contract strategies effectively
- Understand team structures and key roles in procurement and contracting
- Drive continuous improvement in purchasing and contracting processes
- Analyze important commercial contract clauses
- Apply strategic approaches to tendering, negotiation, and contracting
- Measure performance and implement improvements using KPIs
- Ensure contracts reflect organizational objectives and reduce disputes

Target Audience

- Purchasing Managers and Contract Managers
- Procurement Professionals
- Supply Chain and Operations Managers
- Project Managers involved in contracts or procurement
- Professionals responsible for supplier or contractor relationships

Programme Outline - 10 Days

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Day 1 - Objectives of Contract Administration

- Effective contract administration and critical elements
- Key players in contract administration
- Post-award conference
- Analysis of contract deliverables
- What needs to be measured

Day 2 - Outputs and Contract Types

- Typical outputs of contract administration
- Monitoring techniques and risk identification
- Responses to risk
- Contract types and administration in cost-type contracts
- Economic price adjustments

Day 3 - Maintaining Schedules & Contract Changes

- Maintaining contract schedules and expediting techniques
- Causes and evaluation of contract changes
- Contract price changes and practical considerations for bonds and guarantees

Day 4 - Issues in Contract Performance

- Contract terminations and service-level termination events
- Breach of contract - identification and responses
- Right to cover, manuals, drawings, supplier/contractor relations, and subcontractor issues

Day 5 - Acceptance and Close-Out

- Warranties, forms of payment, progress payments
- Claims and dispute management
- Negotiation of claims and disputes
- Final acceptance, close-out procedures, post-contract review

Day 6 - Effective Purchasing in Modern Organizations

- Role of purchasing and its contribution to other functions
- Essentials for effective purchasing and management concepts
- Team roles and responsibilities, and goal setting

Day 7 - Tools for Effective Purchasing

- Spend mapping, supply positioning, and supplier intelligence
- Supplier selection techniques and role of distributors/agents

Day 8 - Financial and Non-Financial Purchasing Measures

- Pricing mechanisms, value analysis, and cost analysis
- Total cost of ownership and capital equipment lifecycle costing
- Early involvement of other functions

Day 9 - Use of Appropriate Sourcing Techniques

- Tendering, RFIs, RFQs, negotiation, direct sourcing, and e-procurement
- Negotiation preparation, strategy, tactics, and cross-cultural considerations

Day 10 - Implementing Purchasing Improvements

- Using KPIs to monitor and deliver improvements
- Metric hierarchies, implementing change, planning communications, and action planning

Registration form on the Training Course: The Contracts & Purchasing Masterclass

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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
- ☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.