



*Training Course:
The Contracts & Purchasing MBA*

*26 April - 7 May 2027
Geneva (Switzerland)*

Training Course: The Contracts & Purchasing MBA

Training Course code: PC4075 From: 26 April - 7 May 2027 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € Euro

Introduction

Purchasing and contracting are vital for organizational performance, impacting costs, quality, and supplier efficiency. This MBA-level programme provides an in-depth, strategic approach to purchasing and contract management, with a focus on international best practices, supplier management, negotiation, and risk mitigation. Participants will gain hands-on experience in drafting, negotiating, and managing contracts, integrating procurement strategy with corporate objectives, and applying tools for operational excellence.

Programme Objectives

By the end of this 10-day programme, participants will be able to:

- Examine the role of purchasing and contracting in global organizations
- Analyze contract structures and drafting principles
- Apply contracting strategies in international procurement
- Manage suppliers effectively and evaluate performance
- Conduct negotiations and implement dispute resolution mechanisms
- Integrate corporate strategy with procurement strategy
- Develop advanced skills in risk management, budgeting, and cost control
- Implement strategic sourcing and category management
- Apply project management principles to procurement and contracts
- Enhance operational efficiency and compliance in purchasing activities

Target Audience

- Procurement Managers and Officers
- Contract Managers and Administrators
- Project Managers involved in procurement and contracts
- Supply Chain, Operations, and Finance Managers
- Legal advisors working with contracts
- Professionals responsible for vendor management, sourcing, and international procurement

Programme Outline

Day 1 - Introduction to Contracts & Purchasing

- Overview of modern purchasing and contract management

- Role of contracts in business success
- Legal frameworks and contract types
- Key documents and collateral instruments: letters of intent, bonds, guarantees
- Principles of risk allocation and mitigation

Day 2 - Contract Formation & Legal Considerations

- Contract formation: offer, acceptance, consideration, intention
- Formalities, authority, powers of attorney
- International contracts and legal systems common vs. civil law
- Compliance, regulatory requirements, and ethical considerations

Day 3 - Tendering and Procurement Strategies

- Competitive tendering, framework agreements, negotiated contracts
- Single vs. multiple sourcing
- Supplier prequalification and evaluation
- Cost, price, and value analysis
- Procurement KPIs and supplier performance monitoring

Day 4 - Drafting Contracts - Principles & Practices

- Clarity of language, translation issues
- Key clauses: HSE, scope, timelines, deliverables, warranties, indemnities
- Insurance clauses and risk allocation
- Payment terms, penalties, liquidated damages
- Drafting exercises: real-life examples

Day 5 - Negotiation Techniques

- Preparation for negotiation and BATNA
- Negotiation strategies for complex and international contracts
- Managing difficult counterparts
- Multi-party and cross-cultural negotiations
- Practical negotiation exercises

Day 6 - Advanced Contracting Techniques

- Selecting the right contract type for projects: EPC, BOT/BOOT, lump sum, reimbursable
- Contracting in complex projects and mega-projects
- Collateral documents and integration with the main contract
- Letters of comfort, award, side letters
- Case studies on large international projects

Day 7 - Risk Management in Contracts & Procurement

- Identifying, assessing, and mitigating risks
- Incorporating risk strategies into contracts
- Insurance regimes and limitations
- Scenario analysis and contingency planning
- Claims and dispute management

Day 8 - Contract Administration & Performance Management

- Roles in contract management and project alignment
- Document control, change management, reporting, cost control
- Managing contractor and supplier relationships
- Monitoring performance, deadlines, and milestones
- Exercises in performance measurement and improvement

Day 9 - International Procurement & Strategic Sourcing

- Global sourcing strategies and challenges
- Supplier selection and management
- Cost optimization, total cost of ownership, and inventory management
- Ethical and CSR considerations in international procurement
- Category management and procurement benchmarking

Day 10 - Closing, Dispute Resolution & Action Planning

- Contract closeout procedures and final audits
- Dispute resolution: mediation, arbitration, expert determination, litigation
- Lessons learned, reporting, and continuous improvement
- Developing action plans for procurement and contracts in participants' organizations
- Final review, exercises, and group discussion

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

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

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