

## CONTRACTS MANAGEMENT

# IN-HOUSE TRAINING

### WHAT'S INCLUDED

AstroTech Learning will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *[unless otherwise arranged]*
- > Travel and Accommodation for the Facilitator *[if required]*

### PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

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### ★ COURSE OVERVIEW

This course is designed to provide participants with the knowledge and skills necessary to effectively manage contracts. The course will cover the key steps in the contract management process, including contract planning, contract execution, and contract closeout. Participants will also learn about different types of contracts, contract negotiation, contract performance, risk management, contract administration, legal and ethical issues, communication skills, and contract review and analysis.

The course covers the following key topics:

- Introduction to contracts management
- Contract drafting
- Contract negotiation
- Contract administration
- Contract risk management
- Contract compliance
- Contract termination and renewal
- Technology tools and best practices in contracts management

...AND MUCH MORE!

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

- Understand contract law and its application to contract management
- Identify different types of contracts and understand the advantages and disadvantages of each type
- Develop negotiation skills to effectively negotiate contract terms and conditions
- Monitor contract performance and take corrective action when necessary
- Mitigate potential risks in contract management
- Manage contract administration tasks, including documentation, communication, and record-keeping
- Identify legal and ethical issues that may arise during the contract management process and how to address them
- Develop effective communication skills for contract management
- Review and analyze contracts to ensure compliance with legal and regulatory requirements
- Identify areas for improvement in contract management



# COURSE INFORMATION

## WHO SHOULD ATTEND

- ▶ Project managers, Contract managers, Operations managers
- ▶ IT managers, Sales managers, Engineering managers
- ▶ Procurement personnel, buyers, project leaders, project co-ordinators, project engineers
- ▶ Sales teams, engineers, technicians
- ▶ Anyone involved with contracts

## TAKE HOME TOOLS

- ▶ A detailed manual/workbook and electronic copy of course material
- ▶ Notepad & pen
- ▶ One month of free telephonic and e-mail support included

## OUTCOMES

After attending this course attendees should:

- ▶ Improved understanding of contracts management principles and practices.
- ▶ Increased ability to manage contracts effectively: Participants would learn practical skills and techniques for managing contracts more effectively.
- ▶ Enhanced communication and negotiation skills
- ▶ Improved compliance and risk management
- ▶ Increased efficiency and cost savings

## LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

## TERMS & CONDITIONS

- ▶ **PAYMENTS:**  
Payment terms are **30** [thirty] days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:  
**COURSES INSIDE GAUTENG:** At least **SEVEN** working days prior to the course  
**COURSES OUTSIDE GAUTENG:** At least **TEN** working days prior to the course  
Absent delegates are charged for.
- > **POSTPONEMENTS:**  
**POSTPONE WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 25% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course  
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.  
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- > **CANCELLATIONS:**  
**CANCEL WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 50% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course
- > **PRESENTERS:**  
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.
- > **VENUE:**  
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.
- ▶ **COMMUNICATION:**  
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- > **DISCLAIMER:**  
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

