



PM295: Managing & Negotiating with Consultants & Contractors

Training Description:

This CMCT training course aims at equipping the hiring (line) managers, procurement, and recruiters to maximize the return on investment in the “recruit to contract termination” process of external consultants and contractors for the hiring organizations. Organizations want to enjoy the flexibility of a contractor’s workforce instead of internal staff, but would there be conflicts when contractors and internal staff have to work together? How to ensure seamless team effort among contractors and internal staff?

The trend of outsourcing and the continuous interest of shareholders to want organizations to have fewer and fewer headcounts and governments should become smaller and smaller; the importance and popularity of external consultants and contractors keep increasing. How to identify and attract the best contractors / consultants? How to accelerate the onboarding time for contractors / consultants? How to retain them? How to get the most out of them within a flexible contract period? It is quite similar to the case with internal employees, yet there is a significant difference too.

The course will highpoint:

- Define “*Statements of Work*” or Terms of Reference (TOR) as part of tender document
- Market intelligence and benchmarking for different types of consultants and contractors
- A complete tender document with key contractual clauses
- Negotiations with consultants / contractors before and after contract award
- Application of different payment structure for different scenarios
- Develop practical Service Level Agreement (SLA)
- Contract Performance Management

Training Objectives:

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

- ✓ Evaluate Bids and Proposals to select the best-fit contractor & consultants
- ✓ Prepare and understand Key Clauses in Contract Documents
- ✓ Apply different payment structures
- ✓ Negotiate as a principled negotiator
- ✓ Manage the boost the performance of consultants & contractors

Personal Impact:

- ✓ Increased skill sets in the management and selection of consultants & contractors
- ✓ A greater sense of Professionalism
- ✓ Knowledge of World-Class practices
- ✓ More exceptional ability to negotiate and manage contracts
- ✓ Increased recognition by the organization because of improved performance
- ✓ Ability to control project progress and delivery against the baseline

Organisational Impact:

- ✓ Higher return on investment from external consultants & contractors
- ✓ More sustainable performance from consultants & contractors
- ✓ Reduced Risk to the organization from potential liabilities
- ✓ Higher productivity from personnel contracting for services
- ✓ Improved control over on-time and on-budget delivery
- ✓ The higher success rate of selecting the right contractors or consultants

Training Designed for:

This training course is a great way to develop those new to the function or to prepare for a significant project or use as a refresher for veteran Contracts & Procurement Professionals.

This course is intended for Engineering Project Professionals, Project Management Professionals, Construction Professionals, Contract Professionals, Buyers Professionals, Purchasing Professionals and Financial Personnel in organizations whose leadership wants advanced skills sets for those involved in major contracting and subcontracting activities.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

❖ Establishing the Need for External Advice

- Understand, Identify and Defining the Business Need
- Prepare a Cost-Benefit Analysis
- Defining the Statement of Work or Terms of Reference (TOR)
- Leading EPC contractors with a global presence
- Market rates of technical contractors and management consultants

DAY TWO:

❖ Preparing for the Tendering

- Conduct Sourcing Analysis
- Develop a Contracting Strategy
- Prepare a Tender Document
- Establish Service Level Agreements
- Conduct Tender Briefing

DAY THREE:

❖ The Bidding and Bid Evaluation Processes

- The Competitive Tendering Process
- Pre-qualification
- Proposal and Bid Evaluation
- Contract Pricing & Price Adjustments
- Cost Analysis of Proposals and Bids
- Tender Clarification

DAY FOUR:

❖ Contract Development and Negotiation

- Understanding the Concept and Principle of Contract Law
- Model Contract Formats – *specific for Consults and Contractors*
- Important Contract terms to be included
- Pre-negotiation Process

- Negotiating the Contract Terms – *Finance Considerations, Progress Reporting and Payment*
- Confidentiality, IPR, Insurance and Warranties

DAY FIVE:

❖ Contract Award and Performance Evaluation

- Awarding of Contract
- Monitoring Progress and Performance
- Tracking Progress in Achieving Consultancy Savings
- Managing Risks and Change Control
- Contract Administration
- Evaluating and Learning from Engagements

❖ Course Conclusion

❖ POST-TEST and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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