

CONTRACT MANAGEMENT SERIES BY **AYMAN MOSTAFA SHOKRY** CSCP, CPIM, CISC

COURSE # 01:

Contract Administration Fundamentals and Contract Drafting

19 July-2017 Movenpick Hotel Karachi
21 July-2017 Royal Palm Lahore

Workshop Investment: **35,000/-** Inclusive of GST

COURSE # 02:

Mastering Contract and Risk Management

20 July-2017 Movenpick Hotel Karachi
22 July-2017 Royal Palm Lahore

Workshop Investment: **35,000/-** Inclusive of GST

Combo Course Fee (include both courses): **65,000/-** per participant

Course Facilitator:

Ayman Mostafa Shokry

CSCP, CPIM, CISC



Ayman Shokry is an innovative, customer-focused, continuous improvement, Supply Chain Professional. He has been a part of the logistics and supply chain management industry for the past 24 years, including 19 years in a managerial role in all facets of SCM including logistics, inventory control, warehouse management, procurement, contracts, distribution, fleet management, planning/scheduling and project management.

Dynamic leader and experienced Logistics & Supply Chain Strategist with over twenty three years of continued career progression and leadership expertise in global Supply Chain Strategic Management and consulting, accompanied by key accomplishments and expertise with global firms in Middle East.

CONTRACT ADMINISTRATION FUNDAMENTALS AND CONTRACT DRAFTING

19 July-2017 Movenpick Hotel Karachi | 21 July-2017 Royal Palm Lahore

Course Overview:

Contract administration is a broad term used to describe a variety of responsibilities in the management of contractual relationships between parties. At the core of each responsibility is the contract.

Within this training, participants will review the contract administrator's role and responsibilities, particularly in relation to contractual procedures and reporting systems for monitoring compliance.

In addition, as most business deals are made by entering into agreements nowadays, the ability to draft and vet commercial & technical contracts has become an increasingly essential skill set for many personnel to possess and master.

Key Learning Outcomes:

- Examine the process of entering into contractual relationships
- Understand contracts: how to draft, read, interpret and evaluate them
- Understand roles of the contract administrator.
- Analyze effective document control, reporting and communication systems
- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing contractual terms and conditions.

Who should attend?

- Contract managers, advisors, officers, and administrators who can influence the contracts they manage
- Project managers, procurement, supply chain and operations personnel involved in contract development and specifications
- Internal auditors charged with a contract oversight or review role
- Managers and personnel responsible for adapting and drafting contract templates

Methodology:

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises to practice methods, and group discussions covering current practices and their relationship to the implementation of new concepts.

Course Content:

Contract planning

- Developing the overall management plan for the contract
- Aligning contract planning with established organizational systems
- Evaluating risks & risk allocation
- Developing strategies for mitigating and managing risk
- Making the contract operational
- Contractual Provisions Affecting Implementation

Learning the importance of contract administration and the implications of getting it right or wrong

- Contract awareness – what makes a contract?
- What's relevant and what's not in terms of your role as an administrator
- The importance of contract administration
- How getting it right can add value
- Examining different types of contracts

The general approach to contract drafting

- What is a contract and what does it constitute
- What are the approaches to take when dealing with contracts?

What are technical & commercial terms in a contract?

- The definition of technical & commercial terms
- How can technical & commercial terms be classified?

The contract administrators relationships and responsibilities

- The administrator's role and limits of authority
- The interpersonal communication to make contracts happen

MASTERING CONTRACT AND RISK MANAGEMENT

20 July-2017 Movenpick Hotel Karachi | 22 July-2017 Royal Palm Lahore

Course Overview:

Contracts do not take care of themselves. Contracts need to be controlled very tightly to maximize the benefits and minimize the risks so that your company reaps the benefits of the contracting process. This is even more crucial given the current economic conditions driven by the GFC (Global Financial Crisis).

Lack of attention to detail during contract management stages can literally result in hundreds of thousands of dollars in extra cost or lost revenue. This occurs because of the risky nature of contracts.

This training program will help participants develop these skills and provide techniques to manage their contracts and how to manage the risk related to contracts to gain maximum benefit.

Main learning objectives:

- Steps and stages of contract management from needs analysis to closure
- Ingredients for contracting success
- Stakeholder mapping and expectations analysis
- Risk transfer through contracting terms and conditions
- Administering contracts: Taking awarded contracts through to completed work
- Communication feedback loop
- Contracting problems and their solutions

Who should attend?

- Contracts, Procurement, Purchasing, and Project personnel
- Engineering, Operational, Quality, and Maintenance personnel and all others who are involved in interfacing with contractors or suppliers in the acquisition of materials, equipment, parts, and services or anyone who wants to improve supplier performance

Methodology:

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension retention of the information presented and providing ongoing guidance and support. This includes a comprehensive manual, power point presentation, class discussion, examination of delegates' problems; provide step-by-step, time-tested materials and case studies from real life scenarios.

Course Content:

Introduction to Contract Management

Key steps in the creation of a contract:

- Techniques & key factors of successful contract management, importance of contract management to project management aspect.

Team work roles & responsibilities:

- Definitions, key persons in contract management team and their different roles in the different phases of a contract.
- Agree on objectives, requirements, plans and specifications

Development of risk management process for your contracts

Workshops – how and when?

- Reporting and key factors for ongoing management of risk
- Developing a procedure that supports governance and aligns with enterprise risk management processes
- Using risk management with the parties to improve the contract during pre-contract stage
- Using risk management post contract to reduce conflict
- Gaining a competitive advantage through risk management
- Case study

The Contract

- What constitutes a Contract
- Types of Contracts
- Criteria/scenario for selecting type of contracts
- Key terms in a Contract & a brief tour of a Contract and its clauses
- Obligations and liabilities
- Risk Management requirements (Quality Assurance, Safety, Environment, Human Resources)
- Monitoring of progress
- Contract Close Out
- Case study



Course Facilitator:

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Mr. Shokry has designed, built and facilitated training courses in both English and Arabic in the above areas of supply chain and logistics.

His extensive experience has seen him in roles that have led to dramatic improvements in companies' performance across the supply chain.

He has delivered over 300 training seminars and workshops as part of continuous improvement implementations for learners from different industries including oil/gas service, chemicals, health care, retail, fertilizers, electricity & waters, real estate, cement, financial institutions, educational institutions, food, porcelain & sanitary wares, construction, automotive, telecommunication, steel, aluminum, air & maritime, land transport and government bodies.



TESTIMONIALS

Thanks to you too for providing such valuable information related with Material & Supply Chain Management. It was a real pleasure attending this course.

Zafar Iqbal
Water & Civil
Water Operations

Thanks for the training which covered the topic Effective Purchasing Management and it was wonderful and we together enjoyed the classes, the course you delivered was very affluent and we will be implementing in the practical to get the best of the business. It will be our pleasure to have any of the similar topics covered for our other colleagues for an in-house training or so.

Ajit Kumar - Supply Chain

I would like to express my sincere thanks for imparting me and enlightening me with the knowledge and information on Supply Chain and Inventory management. It was a true pleasure and value addition to undergo program conducted by you.

Sushil Kumar Banwari
Engineer Cataloguing and Inventory Control



EFFECTIVE PURCHASING TENDERING AND SUPPLIER SELECTION WORKSHOP BY QUICKBIZ On 12-MAY-2016 MOVENPICK HOTEL KARACHI



For registration(s) send us your Participants Name, Designation email, address & cell numbers Also please provide us organization's NTN #

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