

Contract and Contractor Management Programme Overview

Introduction

Patterns of increased outsourcing within high consequence sectors impose a corresponding duty to effectively manage the supply chain in a rigorous and systematic manner in order to maximise contract performance and reduce risk to the business and its people.

Developed specifically for these sectors, this course recognises the challenges created by historical influences, and seeks to address many misconceptions, customs and practices which are still wide spread across industry. This in turn helps avoid many of the pitfalls that can lead to disaster. This highly bespoke course delivers an in depth knowledge of the cradle to grave process of Contract Management and how to get best value from our contractors.

Programme objectives

The course is made up of 7 modules and provides a comprehensive syllabus that holistically covers all aspects of the Contract Management cycle. It includes roles and responsibilities of managers, legal, commercial, procurement and Health Safety and Environmental impacts of contracts on your business.

Who should attend?

This course is designed for all stakeholders with roles/responsibilities within the Contract Management process.

Duration and preparation

This is a 3-day course which is assessed. A basic awareness and understanding of the organisations business processes relating to procurement and supply chain management.

Reference materials

Copies of the course training manual will be provided and delegates will receive a certificate of competence upon successful completion.

Programme content

The following topics are covered (This course is ideal to have tailored exactly to your company's requirements):

- Roles and Responsibilities of the Contract Managers, Users, Owners or Liaison Officers
- Legal Aspects of Contract Management
- Procurement Process
- Contract Management - Commercial Implications
- Finance and Procurement Methodology
- Contract Management – Health and Safety and Environment Implications
- CDM Regulations 2015 – Statutory Roles and Responsibility, Pitfalls and Solutions

What should have been learned?

At the end of the course, delegates would have covered the following:

- Contract/Commercial Definitions
- Roles and Responsibilities
- Legal Aspects of Contract Management
- The Procurement Process
- Technical Specifications – getting it right
- Supplier Selection & the Tender Process
- Managing the Contract – Commercial Aspects
- Financial Control
- Contract Management – Health, Safety and Environment
- Inductions/Competence
- Risk Assessments and Method Statements
- Setting People to Work
- Selection and Control of Contractors
- Environmental Requirements
- Waste Management
- Audit and Inspections
- The implications of the Construction Design and Management Regulations on Contracting Work

