

Training Title

MANAGING & NEGOTIATING WITH CONTRACTORS & CONSULTANTS

Training Duration

5 days

Training Venue and Dates

<i>Managing & Negotiating with Contractors & Consultants</i>	5	10 - 14 June, 2024	\$5,500	Dubai, UAE
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Trainings will be conducted in any of the 4 or 5 star hotels.

Training Fees

- *5,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.*

Training Certificate

Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

COURSE OVERVIEW

COURSE DESCRIPTION

This Managing & Negotiating with Consultants & Contractors 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.

COURSE OBJECTIVES:

By the end of this training course, the 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*

SUITABLE FOR:

This training course is a suitably wide range of professionals but will significantly benefit:

- *Engineering Project Professionals*
- *Project Management Professionals*
- *Construction Professionals*
- *Contract Professionals*
- *Buyers Professionals*
- *Purchasing Professionals*
- *Financial Personnel in organizations whose leadership wants advanced skills sets for those involved in major contracting and subcontracting activities*

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

COURSE OUTLINE:-

Course Program

Day 1

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 2

Preparing for the Tendering

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

Day 3

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 4

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 5

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*

Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.

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