## COURSE OVERVIEW CM0104
## Certified Contract Manager

**Course Title**
Certified Contract Manager

**Course Date/Venue**
October 13-17, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

**Course Reference**
CM0104

**Course Duration/Credits**
Five days/3.0 CEUs/30 PDHs

**Course Description**

*This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.*

This course is designed to provide participants with a detailed and an up-to-date overview on Certified Contract Manager. It covers the importance, key roles and responsibilities of contract management; the contract type and structures, fixed-price, cost-reimbursement and time and materials; the contract lifecycle, legal aspects of contracts and risk management in contract; the contract formation process and contract negotiation strategies; the processes and best practices of bidding and tendering and stakeholders' management; the contract award and finalization; and the contract administration, performance metrics, key performance indicator (KPIs) and change management.

During this interactive course, participants will learn the potential disputes and financial management, budgeting, cost control, payment terms and invoicing; the applicable laws and regulations and the ethical considerations in contract management; the internal controls and audits, reporting and accountability and the procedures for terminating contracts; incorporating sustainability criteria in contract management and advanced contract management techniques; the international contracting; and the future trends in contract management.

## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified Contract Manager*"

- Discus the importance, key roles and responsibilities of contract management

- Recognize the contract type and structures covering fixed-price, cost-reimbursement and time and materials

- Discuss the contract lifecycle, legal aspects of contracts and risk management in contract

- Carryout contract formation process and contract negotiation strategies

- Apply the processes and best practices of bidding and tendering and stakeholders' management

- Employ contract award and finalization, contract administration, performance metrics, key performance indicator (KPIs) and change management

- Identify potential disputes and apply financial management including budgeting, cost control, payment terms and invoicing

- Discuss the applicable laws and regulations as well as the ethical considerations in contract management

- Carryout internal controls and audits, reporting and accountability as well as the procedures for terminating contracts

- Incorporate sustainability criteria in contract management and carryout advanced contract management techniques

- Explain the international contracting and the future trends in contract management

## Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.*

## Who Should Attend

This course provides a basic overview of all significant aspects and considerations of contract management for those who are involved in any aspect of preparing, implementing, managing or administering contracts and who are committed to prove their dedication to their professional growth.

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

## Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Contract Manager*". Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

**Haward Technology Middle East**
Continuing Professional Development (HTME-CPD)

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## CEU Official Transcript of Records

| TOR Issuance Date: | 20-Sep-18 |
|---|---|
| HTME No. | PAR10475 |
| Participant Name: | Omar Al Saeed |

| Program Ref. | Program Title | Program Date | No. of Contact Hours | CEU's |
|---|---|---|---|---|
| PM0481-IH | Certified Contract Manager (CCM) | September 16-20, 2018 | 32.5 | 3.25 |

| Total No. of CEU's Earned as of TOR Issuance Date | | | | 3.25 |
|---|---|---|---|---|

**TRUE COPY**

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

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## Certificate Accreditations
Certificates are accredited by the following international accreditation organizations: -

- **IACET** The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- **BAC** British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

## Course Fee
**US$ 7,000** per Delegate **+ VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day

## Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly: -

**Dr. Chris Le Roux**, PhD, MSc, BSc, PMI-PMP, is a **Senior Management Consultant** with over **40 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Leadership** Skills, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management, **Financial** Administration, **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management and **Project Communications** Management. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

*Day 1:*          *Sunday, 13th of October 2024*

| | |
|---|---|
| 0730 – 0800 | *Registration & Coffee* |
| 0800 – 0815 | *Welcome & Introduction* |
| 0815 – 0830 | **PRE-TEST** |
| 0830 – 0930 | **Overview of Contract Management** *Definition and Importance • Key Roles and Responsibilities* |
| 0930 – 0945 | *Break* |
| 0945 – 1030 | **Contract Types & Structures** *Fixed-Price Contracts • Cost-Reimbursement Contracts • Time and Materials Contracts* |
| 1030 – 1130 | **Contract Lifecycle** *Stages from Initiation to Closure • Key Activities in Each Stage* |
| 1130 - 1230 | **Legal Aspects of Contracts** *Essential Elements of a Valid Contract • Common Contractual Terms and Conditions* |
| 1230 -1245 | *Break* |
| 1245– 1345 | **Risk Management in Contracts** *Identifying and Assessing Risks • Mitigation Strategies* |
| 1345 – 1420 | **Case Study: Contract Lifecycle Example** *Real-World Application and Analysis* |
| 1420 – 1430 | **Recap** |
| 1430 | *End of Day One* |

*Day 2:*          *Monday, 14th of October 2024*

| | |
|---|---|
| 0730 – 0830 | **Contract Formation Process** *RFPs and RFQs • Proposal Development* |
| 0830 – 0930 | **Contract Negotiation Strategies** *Preparation and Planning • Techniques for Effective Negotiation* |
| 0930 – 0945 | *Break* |
| 0945 – 1115 | **Bidding & Tendering** *Processes and Best Practices • Evaluating Bids* |
| 1115 – 1230 | **Stakeholder Management** *Identifying and Engaging Stakeholders • Managing Expectations and Communication* |

| 1230 – 1245 | Break |
|---|---|
| 1245 – 1345 | **Contract Award & Finalization**<br>*Final Review and Approval • Formalizing the Agreement* |
| 1345 – 1420 | **Interactive Session: Negotiation Role-Play**<br>*Practicing Negotiation Scenarios* |
| 1420 – 1430 | **Recap** |
| 1430 | *End of Day Two* |

**Day 3:**   **Tuesday, 15th of October 2024**

| 0730 – 0830 | **Contract Administration**<br>*Monitoring and Reporting Requirements • Document Management* |
|---|---|
| 0830 – 0930 | **Performance Metrics & KPIs**<br>*Setting and Measuring Performance Standards • Continuous Improvement* |
| 0930 – 0945 | Break |
| 0945 – 1115 | **Change Management**<br>*Handling Contract Modifications • Change Control Procedures* |
| 1115 – 1230 | **Dispute Resolution**<br>*Identifying Potential Disputes • Resolution Mechanisms and Best Practices* |
| 1230 – 1245 | Break |
| 1245 - 1345 | **Financial Management**<br>*Budgeting and Cost Control • Payment Terms and Invoicing* |
| 1345 - 1420 | **Practical Exercise: Performance Review**<br>*Analyzing and Reporting on Contract Performance* |
| 1420 – 1430 | **Recap** |
| 1430 | *End of Day Three* |

**Day 4:**   **Wednesday, 16th of October 2024**

| 0730 – 0830 | **Regulatory Compliance**<br>*Understanding Applicable Laws and Regulations • Ensuring Compliance* |
|---|---|
| 0830 - 0930 | **Ethical Considerations in Contract Management**<br>*Ethical Decision-Making • Avoiding Conflicts of Interest* |
| 0930 – 0945 | Break |
| 0945 – 1115 | **Governance & Oversight**<br>*Internal Controls and Audits • Reporting and Accountability* |
| 1115 – 1230 | **Contract Termination**<br>*Termination Clauses • Procedures for Terminating Contracts* |
| 1230 – 1245 | Break |
| 1245 – 1345 | **Sustainability in Contract Management**<br>*Incorporating Sustainability Criteria • Long-Term Impact* |
| 1345 - 1420 | **Case Study: Ethical Dilemmas**<br>*Analysing and Resolving Ethical Issues* |
| 1420 - 1430 | **Recap** |
| 1430 | *End of Day Four* |

**Day 5:**   **Thursday, 17th of October 2024**

| 0730 – 0930 | **Advanced Contract Management Techniques**<br>*Collaborative Contracting • Strategic Alliances and Partnerships* |
|---|---|
| 0930 – 0945 | Break |
| 0945 - 1100 | **Technology in Contract Management**<br>*Contract Management Software • Digital Transformation* |

| 1100 – 1215 | **International Contracting** <br> *Cross-Border Contracts • Navigating Different Legal Systems* |
|---|---|
| 1215 – 1230 | *Break* |
| 1230 – 1300 | **Professional Development** <br> *Certifications and Continuing Education • Career Pathways in Contract Management* |
| 1300 – 1315 | **Course Conclusion** |
| 1315 – 1415 | **COMPETENCY EXAM** |
| 1415 – 1430 | *Presentation of Course Certificates* |
| 1430 | *End of Course* |

## Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



## Course Coordinator

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