

CONTRACT MANAGEMENT

DELIVERING VALUES TO BUSINESS



TRAINER:

Sudhakaran Ayyappan

2-3 May 2019 from 9.00 am - 5.00 pm, Kuala Lumpur, Malaysia | *Early bird registration ends March 22, 2019*

INTRODUCTION

The 2-days training program addresses the delivery of value to business and bottom-line improvement through Contract Management. The participants will be going through a step-by-step journey focused on key deliverables that align to Company business needs and plans. The interactive workshop style program is designed to bring participants to understand, involve, create, innovate and lead in identifying opportunities, build relationship, manage stakeholders, deliver value and continuous improvement in managing contracts and procurement activities.

COURSE OBJECTIVES

Participants will take away invaluable experience with a broader view of delivering values and bottom-line improvement of business is the fundamental objective of Contract Management. An added value of this program is to expose the participants to leaderships in managing stakeholders, communication, collaboration, thinking out of the box, influencing and problem solving skills.

WHO SHOULD ATTEND

- Procurement Manager, Executive, Buyers
- Contract Managers, Contract Admins
- Project Managers
- Finance and admin staff

WHAT WILL YOU LEARN

- Identify and understand your company Business Goals and Objectives
- Assess demand and supply of your business and the market in general
- Develop and select the most optimum contracting and procurement strategy
- To implement contract for success and deliver your company objectives
- Execute and manage contract post award.
- To use appropriate tools to maximize value for your contracts and to build contract management action plan.
- To foster relationship with key stakeholders and suppliers

COURSE METHODOLOGY

- Workshop style
- Lectures
- Group discussion and activities
- Case studies
- Q&A



This event is organised by

CTSOLUTIONS
Customizing Business Success

For more information, call Marylen at +65 6524 4973 or e-mail her at marylen@ctsolutionsglobal.com

COURSE OUTLINE

DAY 1

Assess Business Needs

- Determine Business Needs
- Establish Clear Roles and Responsibilities for Key Personnel
- Assess Market Conditions
- Profile Current and Potential Suppliers
- Identify Value Opportunities

Cost Modelling & Strategy Selection

- Develop Cost Profile/Model and Identify Opportunities
- Develop Value Initiatives
- Develop Sourcing Strategy
- Review Sourcing Strategy
- Endorsement of Sourcing Strategy

Sourcing & Award of Contract

- Manage Sourcing-Tendering Process
- Evaluate and Award Contract
- Terms and conditions of Contract – Basic Principles
- Authority to Sign Contract

DAY 2

Contract Implementation

- Communicate contract details and create alignment with stakeholders
- Localize Contract - Local site onboarding
- Operationalize Contract - Contract Management System
- Re-confirm Clear Roles and Responsibilities for Key Personnel
- Conduct Contract Kick-off Meeting & Develop Contract Management Plan

Contract Management

- Commence Contract Operations & Manage Contract Execution
- Manage & optimize Contract Performance
- Maximize Value delivery and Continuous Improvement
- Manage Contract Changes and Dispute/Claims
- Closeout Contract

****Contract Segmentation, Risk, Ethics & Compliance, Legal, Contract Management System etc will be covered in greater details during the two-day program***



ABOUT THE TRAINER

Sudhakaran Ayyappan is a Contracts and Procurement professional with 15-years' experience managing procurement and overall 28-years working experience in oil refining business. His hands on experience puts him in a unique position as a trainer that understands the business needs and objectives, market movement and the latest in procurement and supply chain related trends.

He specializes in contracts, purchasing, material management, warehousing, negotiations, coaching, Train The Trainer (in-house trainer), contract management, contract and procurement auditing, leadership and management. His vast experience in oil and gas has exposed him to a wide array of category management for static equipment, rotating equipment, pipes, valves, flanges, tank seals, engineering and maintenance services as a regional Procurement Manager with Shell Malaysia Trading supporting refineries in Malaysia, Singapore and the Philippines.

As the Contracts and Procurement Manager at Hengyuan Refining Company Port Dickson he managed a team of 8 permanent staff and 14 contract staff. Among his key deliverables are developing department Vision and Mission, third party spend savings, warehouse optimization, simplification of procurement process, manage key stakeholders, manage supplier performance, coaching procurement staff, contract owner and contract holders, ensure health and safety objectives are met, develop and improve contract management system, develop company procurement strategy, manage compliance to procurement process and governance, manage tendering process, strengthen the robustness of supply chain, manage cost not price for business, lead and manage contractual claims and disputes, identify critical supply chain issues and develop solutions, develop staff training program and appraisal of staff.

He was the Shell Employees Union Secretary in 2002 to 2003 where he was exposed to conflict management, stakeholder management and negotiations. His success story was leading and successfully negotiating the Collective Agreement which was at the time the best collective agreement in the oil and gas industry. He carried on the experience and skills as a procurement professional with great success based on collaborative, innovative and outset mind-set in negotiations.

Course Title & Location	Number of Days	Early Bird Price <i>ends March 22, 2019</i>	Regular Price
KL - Contract Management	2 Days	SG\$ 1,988	SG\$ 2,498

DELEGATE DETAILS

1 Name (Mr/Ms) _____
Job Title _____
E-mail _____
DID _____ Mobile _____

2 Name (Mr/Ms) _____
Job Title _____
E-mail _____
DID _____ Mobile _____

3 Name (Mr/Ms) _____
Job Title _____
E-mail _____
DID _____ Mobile _____

PAYMENT DETAILS

Registration will only be confirmed upon receipt of payment. See below Singapore Dollar Account Details for bank transfer:

Beneficiary Name:
Customized Training Solutions Pte. Ltd

Beneficiary Bank Account No:
003-940925-7

Bank Name:
DBS

Bank Address:
DBS Bank Ltd.
12 Marina Boulevard, DBS Asia Central
Marina Bay Financial Centre Tower 3, Singapore
018982

Bank Code:
7171

Branch Code:
003

Swift Address:
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