

PROCUREMENT & CONTRACT MANAGEMENT

“Enhancing Procurement Strategies and Contracting Excellence for Organizational Success”

Schedule

Date	Venue	Fees (Face-to-Face)
17 - 21 Aug 2026	Kuala Lumpur, Malaysia	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

This intensive course provides a comprehensive understanding of procurement and contract management, equipping professionals with the tools to improve sourcing strategies, manage supplier relationships, and navigate the complexities of contract development and execution.

Participants will gain insights into best practices, legal considerations, risk management, and negotiation techniques, ensuring that procurement functions deliver maximum value and mitigate organizational risks.

Objectives

By the end of this course, participants will be able to:

- Understand the end-to-end procurement process and its strategic importance.
- Develop effective sourcing strategies and supplier selection criteria.
- Apply best practices in contract drafting, negotiation, and management.
- Identify and manage procurement-related risks and compliance requirements.
- Enhance vendor performance through clear contractual obligations and KPIs.

Why Attend

- Gain up-to-date knowledge on global procurement and contracting practices.
- Improve your ability to negotiate favorable contract terms.
- Learn strategies to control procurement costs and increase efficiency.
- Strengthen risk management in supplier and contract relationships.
- Build stronger collaborations between procurement, legal, and operational teams.

Target Audience

This program is designed for:

- Procurement and purchasing professionals.
- Contract managers and administrators.
- Supply chain and sourcing managers.
- Project managers and engineers involved in contracting.
- Legal and compliance officers overseeing procurement activities.

Individual Benefits

Key competencies that will be developed include:

- Mastery of procurement planning and supplier management techniques.
- Enhanced negotiation, communication, and contract drafting skills.
- Strong risk analysis and mitigation capabilities in procurement.
- Ability to manage complex contracts and vendor relationships.
- Improved confidence in ensuring procurement compliance and performance.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective and cost-efficient procurement operations.
- Reduced contractual and supplier-related risks.
- Stronger vendor performance and alignment with business goals.
- Improved cross-functional collaboration in procurement processes.
- Enhanced organizational reputation through ethical and compliant procurement practices.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Deep dive into procurement strategies, contracting principles, and risk management.
- Case Studies - Real-world examples of successful and failed contracts.
- Workshops - Interactive sessions on drafting, negotiating, and managing contracts.
- Peer Exchange - Group discussions on procurement challenges and solutions.
- Tools - Practical templates for RFPs, contracts, risk assessments, and vendor evaluations.

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Procurement Fundamentals and Strategic Sourcing

- Module 1: Introduction to Procurement and Contract Management (07:30 – 09:30)
- Overview of procurement lifecycle.
- Strategic role of procurement in organizational success.
- Key procurement policies and procedures.
- Module 2: Supplier Selection and Sourcing Strategies (09:30 – 11:15)
- Identifying supplier needs and market analysis.
- Developing sourcing strategies.
- Vendor prequalification and evaluation criteria.

Day 2: Contract Development and Negotiation

- Module 3: Drafting Effective Contracts (07:30 – 09:30)
- Essential elements of a valid contract.
- Common contract types and structures.
- Legal terms, clauses, and obligations.
- Module 4: Contract Negotiation Techniques (09:30 – 11:15)
- Preparing for negotiations.
- Tactics for win-win outcomes.
- Managing cultural and legal differences in global contracts.

Day 3: Risk Management and Compliance

- Module 5: Identifying and Managing Procurement Risks (07:30 – 09:30)
- Types of procurement and contract risks.
- Risk assessment and mitigation strategies.
- Incorporating risk management into contract terms.
- Module 6: Ethical and Regulatory Considerations (09:30 – 11:15)
- Procurement ethics and code of conduct.
- Regulatory and compliance requirements.
- Avoiding fraud, corruption, and conflicts of interest.

Day 4: Contract Performance and Vendor Management

- Module 7: Contract Implementation and Performance Monitoring (07:30 – 09:30)
- Setting KPIs and service level agreements (SLAs).
- Tracking vendor performance and compliance.
- Managing change orders and contract modifications.
- Module 8: Resolving Disputes and Terminating Contracts (09:30 – 11:15)
- Common causes of disputes.
- Dispute resolution methods.
- Contract termination processes and lessons learned.

Day 5: Practical Applications and Certification

- Module 9: Hands-on Procurement Workshop (07:30 – 09:30)
- Drafting and reviewing sample contracts.
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Conducting a mock negotiation exercise.

- Vendor evaluation and selection simulation.
- Module 10: Review, Assessment, and Certification (09:30 - 11:15)
- Course summary and key takeaways.
- Final Q&A and knowledge check.
- Certificate distribution and wrap-up.

Certification

Participants will receive a Certificate of Completion in Procurement & Contract Management, recognizing their advanced knowledge and practical skills in procurement strategies, contract development, and risk management.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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