MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

OPERATIONAL CONTRACT MANAGEMENT & PROCUREMENT PRACTICES

""Driving Efficiency, Risk Control, and Value in Procurement Operations""

Schedule

Date	Venue	Fees (Face-to-Face)
17 – 21 May 2026	Cairo, Egypt	USD 3495 per delegate

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

Introduction

Operational contract management and procurement play a central role in ensuring organizations obtain maximum value from their supplier relationships while minimizing risks, delays, and compliance failures. This course provides a comprehensive overview of procurement strategies, contract lifecycle management, supplier evaluation, and performance monitoring.

Through practical exercises and real-world scenarios, participants will learn how to structure effective contracts, manage vendors proactively, reduce total cost of ownership, and align procurement activities with organizational goals. The program equips professionals with tools and insights to improve procurement transparency, efficiency, and impact.

Objectives

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

- Understand the end-to-end procurement and contract management lifecycle
- Develop clear, enforceable contracts aligned with legal and commercial terms
- Manage supplier performance and relationships effectively
- Identify and mitigate procurement risks and non-compliance
- Implement procurement planning, sourcing, and evaluation best practices

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Why Attend

- Improve contract delivery and vendor accountability
- Strengthen internal controls and contract documentation standards
- Enhance cost-effectiveness and value-for-money in procurement
- Build operational resilience through better contract execution
- Gain practical tools and templates for day-to-day procurement functions

Target Audience

This program is designed for:

- Procurement, sourcing, and supply chain professionals
- Contract managers and commercial officers
- Finance, legal, and project administration personnel
- Vendor relationship and operations managers
- Public and private sector professionals involved in purchasing

Individual Benefits

Key competencies that will be developed include:

- Procurement strategy and sourcing methods
- Supplier selection and evaluation
- Contract drafting, negotiation, and interpretation
- Performance monitoring and vendor scorecards
- Dispute resolution and contract closure procedures

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved vendor management and contract outcomes
- Reduced procurement risks and cost overruns
- Enhanced transparency and accountability in purchasing processes
- Better alignment of procurement with project and business objectives
- Increased compliance with internal policies and regulatory standards

Instructional Methodology

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

- Strategy Briefings – Procurement lifecycle, contracting frameworks, and KPIs
- Case Studies – Lessons from real-world procurement and contract disputes
- Workshops – Tender evaluation, performance scoring, and clause drafting
- Peer Exchange – Discussion on local and international best practices
- Tools – Templates for RFPs, contract matrices, risk registers, and checklists

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Course Outline

Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 – 02:00

Day 1: Fundamentals of Procurement and Contracting

- Module 1: Procurement Strategy and Planning (07:30 – 09:30) • Objectives, policies, and sourcing options
- Module 2: Procurement Process and Best Practices (09:45 – 11:15) • RFQs, tenders, prequalification, and bid evaluations
- Module 3: Workshop – Develop a Procurement Plan (11:30 – 01:00) • Build a sourcing strategy and evaluation criteria

Day 2: Contract Lifecycle and Risk Management

- Module 4: Contract Structures and Clauses (07:30 – 09:30) • Key terms, liabilities, warranties, and deliverables
- Module 5: Contract Risk and Legal Compliance (09:45 – 11:15) • Identifying and mitigating contract risks
- Module 6: Workshop – Draft Key Clauses for a Service Contract (11:30 – 01:00) • Create enforceable and clear terms

Day 3: Supplier Performance and Relationship Management

- Module 7: Vendor Selection and Negotiation (07:30 – 09:30) • Scoring, weighting, and interview techniques
- Module 8: Supplier Performance Monitoring (09:45 – 11:15) • KPIs, SLAs, and contract dashboards
- Module 9: Workshop – Create a Vendor Scorecard (11:30 – 01:00) • Measure compliance and delivery

Day 4: Managing Change and Disputes in Contracts

- Module 10: Contract Amendments and Variation Orders (07:30 – 09:30) • Change control and escalation protocols
- Module 11: Handling Contractual Disputes (09:45 – 11:15) • Dispute resolution mechanisms and mediation
- Module 12: Workshop – Analyze a Dispute Case Study (11:30 – 01:00) • Identify root causes and propose remedies

Day 5: Contract Closure and Continuous Improvement

- Module 13: Contract Closeout Procedures (07:30 – 09:30) • Financial reconciliation and post-contract reviews
- Module 14: Audits, Reporting, and Continuous Improvement (09:45 – 11:15) • Procurement audit trails and system enhancements
- Module 15: Final Workshop – Contract Health Check and Action Plan (11:30 – 01:00) • Assess current contracts and plan improvements

Certification

Participants will receive a Certificate of Completion in Operational Contract Management & Procurement Practices, validating their ability to oversee procurement activities and contracts effectively from initiation to closeout.

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? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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