

CONTRACT MANAGMENT FOR PROCUREMENT

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Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

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

Introduction

Effective contract management is essential to maximize value, minimize risks, and ensure compliance in procurement processes. Properly managed contracts help organizations avoid disputes, streamline supplier relationships, and achieve strategic procurement objectives.

This intensive two-day program provides participants with practical insights and tools to manage procurement contracts efficiently. Participants will learn to draft, negotiate, administer, and monitor contracts while ensuring compliance with organizational policies and regulatory requirements.

Objectives

- By the end of this course, participants will be able to:
- Understand the fundamentals of contract management in procurement
 - Draft and negotiate procurement contracts effectively
 - Monitor and administer contracts throughout their lifecycle
 - Identify and mitigate contract risks
 - Ensure compliance with legal and organizational requirements
 - Handle contract disputes and resolution mechanisms
 - Optimize supplier relationships and contract performance

Why Attend

- Gain practical knowledge of procurement contract management
- Improve negotiation and drafting skills
- Enhance compliance and risk management in procurement
- Learn best practices in contract administration and monitoring
- Strengthen supplier relationship management
- Reduce disputes and legal issues related to contracts

Target Audience

This program is designed for:

- Procurement and sourcing professionals
- Contract managers and administrators
- Supply chain and logistics managers
- Project managers overseeing procurement activities
- Legal and compliance officers involved in contracts
- Professionals responsible for supplier performance and risk management

Individual Benefits

Key competencies that will be developed include:

- Ability to draft and review procurement contracts
- Skills in negotiation and dispute resolution
- Knowledge of risk management and compliance procedures
- Proficiency in contract monitoring and performance evaluation
- Enhanced decision-making in supplier and contract management

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract compliance and risk mitigation
- Optimized procurement and supplier management processes
- Enhanced efficiency in contract administration
- Reduced legal disputes and associated costs
- Stronger alignment between contracts and organizational objectives

Instructional Methodology

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

- Strategy Briefings – Principles of procurement contract management and best practices
- Case Studies – Real-world examples of contract administration and disputes
- Workshops – Hands-on exercises in drafting, negotiating, and monitoring contracts
- Peer Exchange – Group discussions on challenges, lessons learned, and solutions
- Tools – Templates and checklists for contract management, risk assessment, and compliance

Course Outline

Detailed 2-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: Fundamentals of Contract Management

Module 1: Introduction to Contract Management (07:30 – 09:30)

- Contract lifecycle and procurement process integration
- Roles and responsibilities of contract managers

Module 2: Contract Drafting & Negotiation (09:45 – 11:15)

- Key clauses and terms in procurement contracts
- Negotiation strategies and best practices

Module 3: Risk Identification & Mitigation (11:30 – 01:00)

- Identifying contractual risks
- Strategies to manage and mitigate risks

Module 4: Workshop – Drafting & Negotiation Exercises (02:00 – 03:30)

- Practical exercises in contract drafting and negotiation

Day 2: Contract Administration & Compliance

Module 1: Contract Monitoring & Performance (07:30 – 09:30)

- Tools and techniques for tracking contract performance
- Key performance indicators and reporting

Module 2: Compliance & Legal Considerations (09:45 – 11:15)

- Regulatory compliance and internal policies
- Legal implications and dispute resolution

Module 3: Supplier Relationship Management (11:30 – 01:00)

- Optimizing supplier collaboration and communication
- Performance evaluation and continuous improvement

Module 4: Workshop & Course Wrap-Up (02:00 – 03:30)

- Case study on contract administration and dispute handling
- Peer discussion, key takeaways, and final Q&A

Certification

Participants will receive a Certificate of Completion in Contract Management for Procurement, validating their expertise in managing, negotiating, and monitoring procurement contracts effectively.

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