

# CONTRACT MANAGEMENT DELIVERING VALUES TO BUSINESS

2-Day Course | Kuala Lumpur

## PROGRAM OVERVIEW

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.

### What Will Your 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



## KEY MODULES

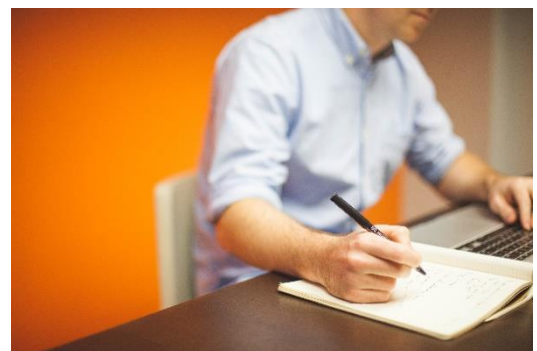
### WHO SHOULD ATTEND

- Procurement Manager, Sourcing Executive, Buyer
- Contract Manager, Contract Administrator
- Project Manager, Project Engineer
- Finance and Administration Staff

- Assess Demand & Supply
- Develop & Select Strategy
- Source & Award
- Implement Contract
- Execute & Manage Contract

### PROGRAM METHODOLOGY

- Interactive Lecture
- Group Dynamics
- Workshop Style
- Case Studies
- Q&A



HRDF / SBL  
CLAIMABLE



## Day 1

### **Assess Demand and Supply**

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

### **Develop and Select Strategy**

- ✓ Develop Cost Profile/Model and Identify Opportunities
- ✓ Develop Value Initiatives
- ✓ Develop Category and Sourcing Strategy
- ✓ Conduct Peer Review
- ✓ Management Endorsement of Sourcing Strategy

### **Source and Award**

- ✓ Manage Sourcing Process
- ✓ Evaluate and Award Contract
- ✓ Sign Contract

## Day 2

### **Implement Contract**

- ✓ Communicate Contract Details and Create Alignment
- ✓ Localize Contract
- ✓ Operationalize Contract
- ✓ Re-confirm Clear Roles and Responsibilities for Key Personnel
- ✓ Conduct Contract Kick-off Meeting and Develop Contract Management Plan

### **Execute and Manage Contract**

- ✓ Commence Contract Operations and Manage Contract Execution
- ✓ Manage and 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 2-day program.*



# SUDHAKARAN AYYAPPAN

Expert Trainer

Sudhakaran Ayyappan is a Contract 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 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 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 Employee Union Secretary in 2002 and 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 collaborative, innovative and outset mind-set in negotiations.

| Course Title   | Individual Price | Grouping Price (min. 3 pax) |
|--|------------------|-----------------------------|
| <b>2 DAYS</b><br><b>CONTRACT MANAGEMENT – DELIVERING VALUES TO BUSINESS</b><br><input type="checkbox"/> TBD   Kuala Lumpur, Malaysia | RM 2,400.00      | RM 2,200.00                 |

**Special RM 100  
Discount for  
MOGEC Member**

## PARTICIPANTS

Name : .....  
 Job Title : .....  
 Telephone : .....  
 Email : .....

Name : .....  
 Job Title : .....  
 Telephone : .....  
 Email : .....

Name : .....  
 Job Title : .....  
 Telephone : .....  
 Email : .....

Note: Please attach a list of participants if insufficient space.

## AUTHORISATION

Name : .....  
 Job Title : .....  
 Telephone : .....  
 Email : .....

## ORGANISATION

Name : .....  
 Telephone : .....  
 Fax : .....

## SEND INVOICE TO

Department : .....

Address : .....

## PAYMENT DETAILS

- Participants are required to pay before or on the first day of the course.
- (Please Tick Where Applicable)

Cheque made payable to Pace Up Sdn. Bhd.

Bank Transfer: Pace Up Sdn. Bhd.  
 Bank: Malayan Banking Berhad  
 Bank Address: Taman Setiawangsa Branch,  
 Wisma Prima Peninsular,  
 2, Jalan Setiawangsa 11,  
 Taman Setiawangsa,  
 54200 Kuala Lumpur.

Account No.: 562188319491  
 Swift Code: MBBEMYKL

(All bank charges to be borne by payer. Please ensure that 'PaceUp' receives the full invoiced amount.)

- We do not give refunds for cancellations. However, you may substitute participant (s) at any time.
- If we receive cancellations in writing more than (7) days before the training course, you will receive a 100% credit (valid for one year) to be used for another training course.
- Cancellations received less than seven days before to the training course may result no credit for future training.
- If we postpone training course, participant payments for the postponed course will be 100% credited towards the course at a rescheduled date.
- We shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed.

## IN HOUSE TRAINING SOLUTION

Yes, I would like to organise this training course in-house and save up to 50% of total course fees! Please send me more information

