

CONTRACT MANAGEMENT DELIVERING VALUES TO BUSINESS

2 Days | Kuala Lumpur

“GOOD EXPOSURE TO PROPOSAL TEAM IN TERMS OF CONTRACT MANAGEMENT AND HOW IT GIVES VALUE TO THE BUSINESS POINT OF VIEW.”

PROPOSAL MANAGER,
CETCO ENERGY SERVICES

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.

Who Should Attend?

This course is designed for Procurement Manager, Sourcing Executive, Buyer Contract Manager, Contract Administrator, Project Manager, Project Engineer, Finance and Administration Staff.

Learning 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.

Course Methodology

- ▶ Interactive Lectures
- ▶ Group Dynamics
- ▶ Workshop style
- ▶ Case studies
- ▶ Q&A

Key Modules

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

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

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

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

Sudhakaran 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.

FEEDBACKS FROM OUR PAST PARTICIPANTS

“Very good! Mr. Sudha is an excellent facilitator. He is willing to share his personal experiences and tries very hard to know how does this training will help us and our company.”

Proposal Engineer, Cetco Energy Services

“Instructor is good. As he comes from client side, we as the supplier gets to understand client’s perspective. Also, he shares a lot of past experiences which opens up our mind broader and encourage us to think further.”

Proposal Manager, Cetco Energy Services