

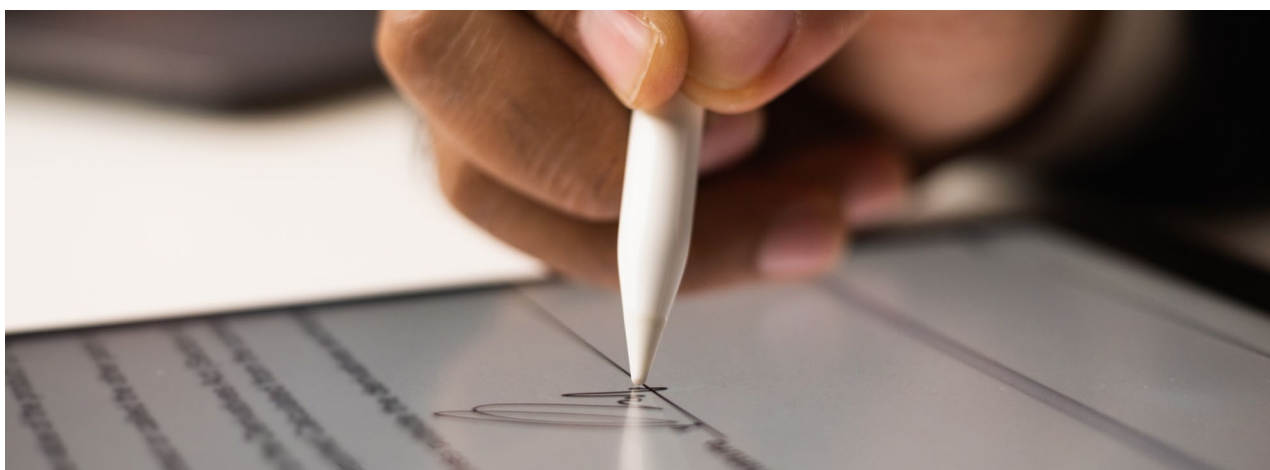


THE UNIVERSITY OF
SYDNEY

Contract Management Course: Fundamentals

*Centre for
Continuing Education*

Contract Management Course: Fundamentals



In this contract management fundamentals course, you will gain the concepts, skills and knowledge required to manage the implementation, management, monitoring and closing of contracts. You will gain an understanding of the contract lifecycle and explore how to establish effective contracts, manage the contract relationship, monitor performance and deal with issues and challenges, so that your organisation acquires services or products at a fair price with agreed quality.

Intended audience

Designed for anyone who is interested in the contract management lifecycle and in particular those employees who will be engaged in the process of identifying contract requirements, selecting appropriate contractors and managing the contract process. The course is suitable for those receiving contracts as well as those writing them, however two sections are specifically focused on the contract owner.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Who will benefit from this course:

- New or aspiring contract managers/administrators
- Team leaders in a procurement/purchasing environment
- Project team members
- Administrators of purchasing and procurement activities
- Managers and supervisors who manage contractors



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to provide you an overview of the contract management lifecycle, enabling you to confidently manage this process on behalf of your organisation.



Outcomes

By the end of this course, you should be able to:

- describe the fundamental concepts underpinning contract management
- explain the contract lifecycle
- identify and manage contract risk
- identify contract requirements
- monitor and review contract performance
- resolve conflict
- identify how to manage variations.



Content

Contract management

- The purpose, advantages and disadvantages of contracting
- Contract challenges
- Contract management lifecycle

Establishing contract requirements

- Identify requirements
- Contract risk assessment
- Contract management plan

The contract

- Valid contracts
- Statement of work
- Contract inclusions
- Selecting the right contractor

Contract management

- Initiating the contract
- Managing the relationship
- Managing performance
- Variations
- Negotiation
- Resolving disputes

Contract close

- What's required to close a contract
- Lessons learned
- Reporting requirements



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



“Excellent facilitator, I really enjoyed this class! Really interesting course with a lot of helpful information which has extensively broadened my knowledge on this topic.”

Kimberley Gold

“Absolutely loved this online training course. Content, delivery, and flexibility were all fabulous. I would recommend this training course to anyone who would like to know more about management contracts.”

Kerryann McDonald



Delivery style

- interactive presentations
- group work and discussion
- structured contract management activities
- contract based case studies.

Materials

Course materials, including a presentation and a course booklet, are provided electronically.





THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

Centre for Continuing Education
+61 2 7255 1577

cce.sydney.edu.au

Follow us



@ccesydney



@centreforcontinuingeducation



ccesydney