

TECHNICAL TRAINING COURSE SHEET

Contract and Supplier Management within Institutions and Companies

1. Course Title

Contract and Supplier Management within Institutions and Companies

2. Training Field

Business Administration and Organizational Management

3. Specialized Area

Contract Management, Monitoring of Contractual Obligations, and Supplier Relationship Management

4. Target Audience

Administrative and management personnel; procurement and supply staff; professionals responsible for contract administration and supplier relations; business owners; and project holders.

5. Training Duration

12 training hours over 3 days, at 4 hours per day.

6. Training Format

In person or online.

7. General Objective

To enable participants to acquire the knowledge and practical skills required to organize and monitor contracts, manage supplier relationships, and oversee the fulfillment of contractual obligations within institutions and companies.

8. Specific Objectives

- Understand the principles of contract management and its importance.
- Develop skills in organizing, maintaining, and archiving contracts.
- Identify methods for selecting suppliers and evaluating their performance.
- Learn how to compare price quotations and service offers.
- Monitor contract deadlines and the fulfillment of agreed obligations.
- Understand how to address delays and breaches of contractual obligations.
- Develop skills in preparing contract tracking registers and supplier evaluation forms.

9. Training Programme

Module 1: Introduction to Contract Management

- Concept and importance of contract management within an organization.
- Stages of contract preparation and monitoring.
- Organizing, maintaining, and archiving contracts.

Module 2: Supplier Management

- Criteria for supplier selection.
- Comparison of price quotations and service offers.

- Supplier performance evaluation.

Module 3: Contract and Obligation Monitoring

- Monitoring contract deadlines and delivery dates.
- Verifying the fulfillment of agreed obligations.
- Addressing delays and breaches of contractual obligations.

Module 4: Administrative Organization of Contracts

- Preparing a contract tracking register.
- Organizing documents and correspondence.
- Preparing tracking tables and deadline reminders.

Module 5: Practical Applications

- Preparing a sample contract register.
- Designing a supplier evaluation form.
- Analyzing practical case studies based on real-world organizational situations.

10. Training Methodology

- Clear and accessible theoretical explanations.
- Practical examples.
- Case-study analysis.
- Hands-on exercises using administrative templates and documents.

11. Training Resources

- Presentation slides.
- Sample contracts and tracking registers.
- Contract management and supplier evaluation tables.
- Computer and digital tools, where required.

12. Expected Outcomes

By the end of the course, participants will be able to organize and monitor contracts systematically, use practical tools to evaluate suppliers and track contractual obligations, and contribute to improved administrative organization within their institutions or companies.