

# Mastering Contract Management

to Maximize Efficiency and Financial Performance

February 4, 2020 | Marriott Hotel - Karachi

## KEY HIGHLIGHTS OF THE WORKSHOP:

- Comprehensive knowledge of contract formation, types of contracts and contract management process.
- Understanding the nature of potential misconduct during contracting to safeguard organization's interests.
- A wealth of insight to the organizations in terms of which contract management areas to be improved.

## LEARNING OBJECTIVES:

**At the end of the Workshop, the participants should be able to:**

- **Understand** how contracts are formed
- **Differentiate** between various types of contracts
- **Learn** the risks and benefits associated with each type of contract
- **Select** the most appropriate contract for specific needs
- **Comprehend** what Contract Management is
- **Gain** command on the six phases of Contract Management
- **Enhance** knowledge about ethical issues in contracting

Workshop Facilitator:

**SYED AMJAD WAHAB**



- Certified Purchasing Manager (C.P.M.) from Institute for Supply Management, USA in 1999
- Bachelor's in Mechanical Engineering from NED University of Engineering & Technology in 1985
- Professional trainings from prestigious institutions including University of Texas, USA, George Washington University, USA, George Mason University, USA, and Eni Corporate University, Italy.
- 35 years of professional experience

**Amjad** is a seasoned professional having decades of in-depth experience with World's renowned oil and gas companies including Eni and Union Texas Petroleum. He has served in senior positions; the most recent was being a member of the Board of Directors of Eni Group companies. Highly skilled in the field of Contract Management; a well-known individual in the oil & gas sector for his contributions on numerous business, commercial, technical and strategic matters.

In the industry, Amjad has worked in various capacities as varied as Contracts & Procurement, Renewable Business, Assets Management, Operations Planning, Cost Control, Risk Management, Price Analysis, Project Engineering, and Production Planning.

Amjad is a member of Pakistan Engineering Council, Petroleum Institute of Pakistan, Singapore Institute of Purchasing & Materials Management and Renewable & Alternative Association of Pakistan.

*Amjad has conducted several training sessions on Procurement/Contract Management/Supply Chain Management for reputable institutions as a Guest Speaker. He has also delivered numerous sessions on various Oil & Gas related topics both locally and internationally.*

## For Details:

Karachi: 021-34547141, 34520093, 34536306

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## WORKSHOP OVERVIEW:

Contract management is the process of managing contract creation, execution, and analysis to maximize organization's operational and financial performance. It is pivotal for an organization's competitive advantage. Organizations with effective contract lifecycle management are able to generate millions of dollars in additional savings while eliminating financial and operational risks. Poor contract management can hurt the organizations' bottom line.

This Workshop will assist the participants in having a better understanding of the core concepts and best practices leading to successful contract management, which can boost the overall efficiency and profitability of the organization. The discussion will help enhance the ability of the participants to select the most appropriate type of contracts for specific needs besides covering all phases of the contract management process.

Ethics also plays a vital role during the contract management process. This Workshop will help you better understand the exposures due to unethical behaviors during the contract management process in order to design and put in place adequate safeguards.

## WHO SHOULD ATTEND?

- Purchasing, Contracts and Supply Chain professionals including Purchasing Managers, Contracts Managers, Contracts & Procurement Team Leaders and Specialists, Procurement/Purchasing Coordinators, Buyers
- Project professionals including Contract Administrators, Project Managers
- End Users in technical functions/departments

## PROGRAM AGENDA:

- Contract
- Contract Formation
- Offer, Acceptance and Consideration
- Types of Contract: Fixed Price, Reimbursable, Turnkey, T&M
- Contract Management
- Six Phases of Contract Management
  - PHASE 1: Procurement Planning
  - PHASE 2: Solicitation Planning
  - PHASE 3: Solicitation
  - PHASE 4: Source Selection & Contract Award
  - PHASE 5: Contract Administration
  - PHASE 6: Contract Closeout
- Ethical Issues in Contracting

## INVESTMENT

1 - 3 Participants

**INDIVIDUALS**

PKR **24,500** +SST

4 - 6 Participants

**TEAMS**

PKR **21,000** +SST

7 + Participants

**CORPORATE**

PKR **18,000** +SST

## Fee Includes:

- 5 Star Hotel Venue for Training
- Course Material • Certificate of Attendance
- Lunch & Refreshments • Business Networking
- Post-Workshop Advisory Services
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\*Entitles card holder to 15% discount on all future Octara Trainings

## Bring this program In-house at attractive discount

This workshop can be customized to suit specific needs of your organization which may lead to significant savings. Please contact Sarim Atique at sarim.atique@octara.com or call at 0345-8949470

## For Registration & Details:

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