

# CONTRACT & PROCUREMENT MANAGEMENT

As competitive pressure intensifies, efficient and effective procurement of goods and services could make the difference between the success and failure of the organisation to manage costs. Procurement and contract management must be guided by procurement strategy and policy. Experience has shown that contracts driven by successful partnerships between a company and its suppliers produce far more effective results.

## Learning Objectives

Participants will:

- Understand the stages and techniques required for a successful contract
- Know different types of contracts and associated risks
- Know how to select qualified suppliers and contractors
- Acquire the skills needed to monitor and evaluate their performance on an ongoing basis
- Be able to foster a collaborative working relationship
- Be able to foster a collaborative working relationship
- Apply project management approach to procurement

## Learning Contents

- Procurement strategy and policy
- Identifying and specifying the requirement
- Content of a sound contract document
- Designing and applying supplier appraisal process
- Pre-qualifying and selecting the right supplier
- Understanding the 'Due Process
- Balancing price, quantity & quality

- Communication and corporate expectations
- Establishing a vendor rating system
- Identifying and agreeing on performance improvement targets
- Outsourcing and Subcontracting
- Negotiating the best deal
- Legal aspects of contracts
- Procurement ethics.
- Dealing with unsatisfactory supplier performance

**Fee:**

Physical	Virtual (local)	Virtual (International)
₦ 250,000.00	₦ 209,900.00	\$ 165.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant **Fee:** Negotiable

**WHO Should Attend?**

Managers, procurement officers, buyers and government officials

February 11 – 13,

May 13 – 15,

August 12 – 14,

November 4 – 6, 2026.

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