

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

The Complete Course on Contracts & Purchasing Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive exploration of contracts and purchasing management, focusing on negotiation, compliance, risk assessment, and supplier relationship management. Participants will develop practical skills to enhance procurement processes and ensure effective contract execution in their organisations.

Ineffective contract management can lead to significant financial losses and operational inefficiencies, impacting overall business performance and stakeholder trust. Professionals responsible for procurement must navigate complex legal frameworks, negotiate terms effectively, and manage supplier relationships to ensure compliance and mitigate risks. This course addresses these critical challenges by equipping participants with the necessary skills to draft, negotiate, and manage contracts effectively. By mastering these skills, attendees will enhance their organisation's procurement capabilities, ensuring that contracts align with strategic objectives and deliver value throughout the procurement lifecycle. This practical knowledge is essential for making informed decisions that drive organisational success.
Participants will engage in hands-on exercises that simulate real-world scenarios, enhancing their ability to make informed decisions regarding supplier selection, contract terms, and risk management. They will practise critical decision-making skills, such as evaluating supplier proposals and assessing contract compliance. By applying best practices in purchasing management, attendees will leave with actionable insights and strategies to improve their organisation's procurement outcomes. This practical approach ensures that participants can immediately apply their learning to drive efficiency and effectiveness in their procurement processes, ultimately contributing to the organisation's competitive advantage and fostering long-term supplier relationships.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, role-playing exercises, and collaborative workshops to reinforce learning. Participants will analyse contract scenarios, negotiate terms in simulated environments, and evaluate supplier performance through practical assessments. Each session culminates in a tangible output, such as a draft contract or a supplier evaluation report, demonstrating the application of learned concepts. This hands-on methodology ensures that participants not only understand theoretical principles but also gain practical experience in applying these concepts to real-world procurement challenges, enhancing their overall competency in contract and purchasing management. The focus on active learning fosters engagement and retention of knowledge throughout the course.



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Course objectives

By the end of this course, participants will be able to:
• Analyse key elements of contract law and their implications for purchasing decisions in a business context.
• Evaluate supplier performance metrics to inform procurement strategies and improve supplier selection.
• Construct effective negotiation strategies for contract discussions that align with organisational goals.
• Assess risks associated with contract terms and supplier agreements to enhance decision-making.
• Design a supplier relationship management framework to enhance collaboration and performance monitoring.
• Justify procurement decisions based on cost-benefit analysis and market research to optimise resource allocation.

Target audience

This course is suitable for:
• Procurement Managers responsible for contract negotiations and supplier management.
• Contract Administrators tasked with ensuring compliance and performance monitoring.
• Supply Chain Analysts involved in evaluating supplier capabilities and risks.
• Business Owners seeking to optimise purchasing processes and contract execution.

Target competencies

Participants will develop competencies in:
• Conduct thorough contract reviews to identify potential risks and compliance issues.
• Implement effective negotiation techniques to secure favourable terms and conditions.
• Develop supplier performance evaluation criteria aligned with organisational goals and objectives.
• Create comprehensive procurement strategies that address market dynamics and organisational needs.
• Facilitate collaborative relationships with suppliers to drive value and innovation.
• Utilise contract management software for efficient tracking and compliance monitoring.

Course outline

Day 1: Foundations of Contracts and Purchasing Management

Applied activity: Participants will review a sample contract to identify key legal terms and potential risks. They will discuss their findings in groups, propose amendments to improve clarity and compliance, and present their recommendations, focusing on how these changes can enhance contract enforceability and supplier accountability.
Output: A revised contract highlighting suggested changes and justifications based on group discussions.

09:00–09:54	Overview of contract law principles and types of contracts relevant to procurement.
09:54–10:48	Understanding the procurement process and its stages, including sourcing and supplier selection.



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10:48–11:00	Identifying key stakeholders in purchasing decisions and their roles in contract management.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying key stakeholders in purchasing decisions and their roles in contract management. (continued)
12:12–13:06	Exploring ethical considerations in procurement and the impact on supplier relationships.
13:06–14:00	Introduction to contract management software tools and their functionalities for procurement.

Day 2: Negotiation Strategies for Effective Contracting

Applied activity: In pairs, participants will role-play a negotiation scenario involving contract terms, focusing on achieving a win-win outcome. They will document their strategies, outcomes, and reflections on the negotiation process, considering how to handle objections and counter-offers effectively.
Output: A negotiation strategy report summarising approaches, outcomes, and key takeaways for future negotiations.

09:00–09:54	Principles of negotiation in contract management and their application in real scenarios.
09:54–10:48	Preparation techniques for successful negotiations, including research and strategy development.
10:48–11:00	Role-playing common negotiation scenarios to practice skills and techniques.
11:00–11:30	**Coffee break**
11:30–12:12	Role-playing common negotiation scenarios to practice skills and techniques. (continued)
12:12–13:06	Identifying and addressing negotiation tactics from suppliers to achieve favourable outcomes.
13:06–14:00	Evaluating negotiation outcomes and lessons learned to improve future negotiations.

Day 3: Risk Assessment and Compliance in Contracts

Applied activity: Participants will analyse a case study of a compliance failure in contract management, identifying the root causes and proposing corrective actions to prevent recurrence. They will present their findings to the group, discussing how to implement changes to improve compliance and risk management.
Output: A risk assessment report detailing findings, proposed actions, and compliance recommendations.

09:00–09:54	Identifying risks in contract terms and supplier agreements to protect organisational interests.
09:54–10:48	Developing risk mitigation strategies for procurement processes and supplier relationships.
10:48–11:00	Understanding compliance requirements in purchasing and the implications for contract management.



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11:00–11:30	**Coffee break**
11:30–12:12	Understanding compliance requirements in purchasing and the implications for contract management. (continued)
12:12–13:06	Implementing monitoring processes for contract compliance and performance evaluation.
13:06–14:00	Case studies on compliance failures and lessons learned to enhance future practices.

Day 4: Supplier Relationship Management

Applied activity: Participants will create a supplier evaluation framework based on defined KPIs, applying it to a fictional supplier scenario to assess performance and suggest improvements. They will present their evaluations to the class, focusing on how to enhance supplier collaboration and performance.
Output: A supplier evaluation report with recommendations for improvement based on the assessment.

09:00–09:54	Building effective supplier relationships for long-term success and mutual benefit.
09:54–10:48	Techniques for evaluating supplier performance using quantitative and qualitative metrics.
10:48–11:00	Developing key performance indicators (KPIs) for suppliers to monitor effectiveness.
11:00–11:30	**Coffee break**
11:30–12:12	Developing key performance indicators (KPIs) for suppliers to monitor effectiveness. (continued)
12:12–13:06	Strategies for conflict resolution with suppliers to maintain productive relationships.
13:06–14:00	Best practices for ongoing supplier engagement and collaboration to drive innovation.

Day 5: Integrated Application of Contracts and Purchasing Management

Applied activity: Working in teams, participants will draft a complete procurement strategy for a fictional project, including contract terms, supplier selection criteria, and risk management strategies. They will present their strategy to the class for critique, incorporating feedback to refine their approach.
Output: A comprehensive procurement strategy document ready for presentation, incorporating feedback from peers.

09:00–09:54	Synthesising knowledge from previous sessions into a cohesive procurement strategy.
09:54–10:48	Developing a comprehensive procurement plan for a fictional project, including contract terms and supplier selection.
10:48–11:00	Collaborative group work on contract drafting, negotiation, and risk management.
11:00–11:30	**Coffee break**



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11:30–12:12	Collaborative group work on contract drafting, negotiation, and risk management. (continued)
12:12–13:06	Presenting procurement strategies to stakeholders for feedback and refinement.
13:06–14:00	Evaluating the overall effectiveness of procurement processes and identifying areas for improvement.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,860.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Istanbul Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,650.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Amsterdam Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,540.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Singapore Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,820.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**€3,150.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
Frankfurt Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,650.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,450.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.-**
Rome Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,450.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,860.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,650.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.-**
Amsterdam Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,540.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Singapore Confirmed dates	10 May 2027	14 May 2027	**€2,820.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**
Barcelona Confirmed dates	17 May 2027	21 May 2027	**€2,840.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
London Confirmed dates	24 May 2027	28 May 2027	**€2,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**€3,150.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Frankfurt Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Vienna Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,940.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,450.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,860.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,650.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,540.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,890.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Singapore Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,820.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
London Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**€3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Frankfurt Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,890.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.–**
Paris Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,860.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.–**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Amsterdam Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,540.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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