



# CONTRACT MANAGEMENT

systematic and efficient way of managing your contract



[www.zohlgroup.com](http://www.zohlgroup.com)

**COURSE CODE:** NT-PM-02

**LEVEL:** Basic to intermediate

**LANGUAGE:** Bahasa & English

**OVERVIEW**

The overall aim of this course is to provide participants with the knowledge, skills and tools required to manage contracts from inception to closure. Participants in this interactive course will learn about the activities conducted in each phase of the life cycle of a contract, methodologies used to manage each one of these activities and the best practices used in contract management. The course will cover critical areas such as contract preparation, contract award, and contract administration.

**OBJECTIVES**

By the end of the course, participants will be able to:

- Identify principles, definitions and major steps involved in the contracting process
- Outline all contract preparation activities including planning, developing scope of work and identifying sourcing options
- Recognize different types of contracts and the effect of each type on the risk allocation strategy
- Develop criteria to invite, receive and evaluate bids
- Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation
- Resolve disputes collaboratively and amicably and outlining alternative dispute resolution methods.

**COURSE DURATION**

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroup.com](http://www.zohlgroup.com))

**METHODOLOGY**

The course is structured as repetitive cycles of Learn-See-Do. First we will teach a principle, then you will see how this principle is put into practice. After that the class will participate in implementing the principle to illustrate the application of principles to a business fulfilling the "do" cycle. We will repeat these Learn-See-Do cycles until each element is covered and then examine how the pieces work together to support a problem-solving culture typical of a mature lean organization. There will be individual or group discussion, presentation and/or structured exercises. There will be assessments at the end of each day to assess the participants thorough understanding of the course content.

**TARGET AUDIENCE**

This program is suitable for Senior/Middle/Junior Management Team members, especially, those directly or indirectly involved in contract management.

**LOCATION**

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

**COURSE CONTENT**

**Module 1**

- Principles of contracts
- Defining a contract
- Elements of a contract
- Express and implied contracts
- Problems in preparing and managing contracts

**Module 2**

- Contract preparation
- Stages of contract preparation and management
- Evaluation of internal and external resources
- Contracting methods
- Developing the scope of work
- Problems with a badly written scope of work
- Decision analysis worksheet
- Evaluation criteria
- Terms and conditions
- Contract types and strategies
- One or several contracts
- Fixed price contracts
- Cost reimbursable contracts
- Time and material contracts
- Payment terms

**Module 3**

- The tendering stage
- Objectives of tendering
- Alternative to tendering
- Tendering procedures
- Evaluation of bidders
- Pre-qualification criteria
- Invitation to tender
- Receipt and opening of bids
- Tender evaluation
- Contract award
- Different pricing methods
- Whole life cost
- Value for money
- Most Economically Advantageous Tender (MEAT)
- Online reverse auction

**Module 4**

- Contract administration
- Purpose of contract administration
- Aspects to manage
- Documents needed to administer a contract
- Contract administration tools
- Role of contract administrators
- Lessons learned
- Claims and variation orders

**Module 5**

- Breach of contract
- Money damages
- Equitable remedies
- Changes and modifications
- Alternative dispute resolutions (negotiation, mediation, arbitration)

**Module 6**

- Target Competencies
- Contract preparation
- Contract administration
- Preparing and evaluating bids
- Planning contracting process
- Resolving contractual disputes
- Managing contractors

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)

Sebarang pertanyaan sila hubungi Cik Niesa

**ZOHL Consultancy Sdn Bhd** (332967-D)(SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: [plbk@zohlgroup.com](mailto:plbk@zohlgroup.com)





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## COURSE FEE

### Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

### Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## CIDB CCD Points

Requested: 20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. **Online:** [http://zohlgroup.com/cidb\\_registration/](http://zohlgroup.com/cidb_registration/) **OR**
2. Download this brochure at: <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Mohamad Hashim Mohamad Taib**, the owner and key person of HTP Management, a company formed dedicated to and in pursuit of project management excellence. Had his primary and secondary education in Pahang. Furthered his study at California State University, Chico, USA and obtained a B.Sc. degree in Construction Management. He also holds a MBA from University Selangor in 2015 with minor in Islamic Finance.



One of the project that he was involved was the transformation of technical and vocational education initiative led by the Ministry of Education (MoE). His participation includes the survey of industry needs, select and propose specific curriculums, mapping against existing syllabus within the MoE and the National Occupational Skills Standard (NOSS). This includes the preparation of teaching and learning pedagogy, approval and certification. He was also involved in the setting up of proposed colleges and infrastructures to suit the technical teaching requirement.

He has a keen interest in the field of project management and became a member of Project Management Institute (PMI), an international organization that promotes the project management field. He obtained his Project Manager Professional (PMP) certification in 2005. He is also a member of Environment Research and Development (ENSEARCH), a local non-profit association on environment.

\*Note: Trainer availability is subject to change



## REGISTRATION FORM

Participant : \_\_\_\_\_

Position : \_\_\_\_\_

IC No: \_\_\_\_\_

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

Training Date: \_\_\_\_\_

Training Venue: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

## PAYMENT


**CASH:** RM \_\_\_\_\_ **OR**

**CHEQUE** No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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