



# Procurement and Contract Management Training

**Course Venue:** Russia - Moscow

**Course Date:** From 24/08/2026 To 28/08/2026

**Course Fees:** 4950 GBP

**Audience:** Procurement Officers, Contract Managers, Project Managers, Engineers, Business Administrators

## Introduction

Procurement and Contract Management course, designed for professionals seeking to enhance their strategic procurement and contract oversight skills. Tailored for Procurement Officers, Contract Managers, Project Managers, Engineers, and Business Administrators, this training equips participants with tools to manage sourcing, contracts, supplier relationships, and risks effectively.

Through interactive workshops, real-world case studies, and simulations, attendees will gain practical insights into procurement strategy, negotiation, compliance, and performance management. Whether you're looking to streamline processes or strengthen supplier value, this course will empower you with best practices for achieving procurement excellence and driving organisational success.

## **objectives**

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

- Understand the procurement process and its strategic importance.
- Conduct effective sourcing, supplier selection, and tender evaluations
- Develop and manage contracts efficiently
- Apply best practices in contract negotiation and risk management
- Ensure compliance and manage supplier relationships for long-term value.

## **Course Outline**

### **Day 1: Introduction to Procurement and Strategic Sourcing**

#### **Topics Covered:**

- Overview of procurement and supply chain
- Strategic vs. tactical procurement
- Procurement cycle and its phases
- Role of procurement in achieving organizational goals
- Spend analysis and cost-saving opportunities

#### **Activities:**

- Case study: Analyzing procurement impact in a real organization
- Group discussion: Procurement challenges and solutions

### **Day 2: Supplier Sourcing and Selection**

#### **Topics Covered:**

- Market research and supplier prequalification
- Request for Information (RFI), RFQ, and RFP processes
- Evaluation criteria and scoring models
- Supplier due diligence
- Sustainable and ethical sourcing

### Activities:

- Practical exercise: Drafting an RFP
- Workshop: Supplier evaluation using weighted criteria

## Day 3: Contract Management Essentials

### Topics Covered:

- Types of procurement contracts (Fixed-price, cost-reimbursable, etc.)
- Key contract elements: scope, terms, SLAs, KPIs
- Legal principles in contract management
- Contract drafting best practices
- Managing contract lifecycle (initiation to closeout)/li>

### Activities:

- Review and critique of sample contract templates
- Role play: Contract negotiation scenarios

## Day 4: Risk Management and Negotiation in Procurement

### Topics Covered:

- Identifying and assessing procurement risks
- Risk mitigation strategies in contracts
- Negotiation planning and tactics
- Win-win negotiation vs. positional bargaining
- Handling disputes and contract breaches/li>

### Activities:

- Simulation: Procurement negotiation exercise
- Group work: Risk mapping exercise

## Day 5: Performance Management, Ethics, and Compliance

### Topics Covered

- Supplier performance monitoring and reporting
- Contract compliance and audit readiness
- Ethics in procurement: anti-bribery, conflict of interest

- Technology in procurement: e-procurement tools
- Continuous improvement in procurement processes

**Activities:**

- Discussion: Real-world procurement fraud cases
- Final group project: End-to-end procurement strategy for a fictional organization