



CONTRACTS MANAGEMENT

Course Expert:

ADNAN AHMED

Strategic Business Consultant

Visiting Faculty - IBA





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Mr. Adnan Ahmed has 30 years of experience in the areas of General Management, Supply Chain, Marketing and Sales, mainly in Multinationals. He has led three organizations in Pakistan – the US Fortune 500 company Avery Dennison, Meat One and the Punjab based, Saudi owned Retail Pharmacy Chain - Servaid. He is currently a Strategic Business Consultant for the Retail, Healthcare and B2B sectors.

Mr. Ahmed's earlier career includes blue chip multinationals – ICI, Philips and Sandoz. His key achievements include leading Avery Dennison's Pakistan entity to become the fastest growing unit in Avery Dennison RBIS from 2009 to 2011. He also led Servaid from 2015 to 2017 to a position where it has now become the largest retail pharmacy chain in the country. Amongst other achievements, he has received the ICI Chief Executive's Award for SHE (Safety, Health and Environment) and launched the breakthrough PTA Bulk project in ICI Polyester. Mr Ahmed has handled five different types of Supply Chains in his career and regional projects as well.

Mr. Ahmed has been on various boards including Avery Dennison and Utility Stores of Pakistan (where he was the Chairman of the Purchasing Committee as well), He has been an Honorary Director for ISCEA – International Supply Chain Education Alliance. He is one of the few Supply Chain Professionals in Pakistan to have risen to the role of CEO.

Presently, Mr. Ahmed is engaged in handling Commercial Alliances and Strategy for Servaid Pharmacy. He is also restructuring a local chemical and construction group and acting as an advisor to one of the large fast food chains in Karachi. He is also currently Visiting Faculty for IBA and teaches specific courses in Sales and Supply Chain. He has a keen interest in developing young people and spends time on mentoring young / middle management professionals.

Mr. Ahmed is a MBA from IBA and is currently finishing his MPhil from IOBM. He is also a PhD scholar from University of Kuala Lumpur.

Course Overview

Contract management is pivotal for all businesses. Given how critical contracts are, effective contract management can dramatically improve the performance of the organizations. Similarly, if your contract management is unstructured, it will lead your business to various operational and financial risks.

Contract management helps in tracking the suppliers, assessing their performance based on the criteria mentioned in the contracts, and evaluating supplier risk. Furthermore, it also acts as a mechanism for building long-term, collaborative relationships with the suppliers resulting in valuable synergies

The objective of this workshop is not just to teach people how to prepare contracts, but also how to negotiate them. The workshop touches on supplier relationship management as well, because the success of a contract depends largely on how you build your relationships with a supplier

Learning Objectives

On the course you will:

- ▶ **Strengthen** your understanding of the fundamentals of contracts management
- ▶ **Appreciate** the importance of supplier relationship management and its role in enhancing the supplier's engagement as business partners.
- ▶ **Confidently** design, manager and implement a strong contract management process for the organization.
- ▶ **Equip** yourself with the right tools and strategies to implement and execute effective negotiations for the organizations to achieve win-win scenarios
- ▶ **Position** yourself as a Supply Chain leader to enhance risk management for your organization by strengthening the supplier relations through effective contract management.

COURSE REQUIREMENTS

Delegate must meet two criteria to be eligible for Certificate of Completion for the course:

- ▶ Satisfactory attendance - delegates must attend all sessions of the course. Delegates who miss more than 1 hour of the course sessions will not be eligible for the certificate.
- ▶ Successful completion of the course assessment.
- ▶ Delegates who do not meet these criteria will receive Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended.

WHO SHOULD ATTEND

This course is designed for all function of the business organization, encompassing, but not limited to, supply chain, logistics, sales, finance, administration professionals of the organization.

Target audience is directors, managers, coordinators, supervisors, logistics planners, assistants, officers and administrators responsible for directly or indirectly of procurement, contract negotiation, contract management, supplier management, customer management and operations



WORKSHOP OUTLINE

▶ Importance of Suppliers

▶ Supplier Relationship Management

▶ Supplier Evaluation Forms

- Why are they needed?
- How they help in Contract Management

▶ Contract Management

- When is a contract necessary?
- Types of Contracts
- Elements of Contracts
- Contract Management Process
- Contract Review Process
- Contract Renewal Process

▶ Risk Management

- Process as outlined by ISO 31000
- Importance - By type of contract

▶ Negotiation Skills

- Strategies
- Doing your homework before a contract negotiation
- Harvey Mackay's Golden Tips
- Mistakes that people make - movie

▶ Case studies and Simulations

- Tesco vs Branston
- Importance of Ethics – Chemicals Industry case
- Google China

ABOUT THE COURSE

▶ Pre-Requisites

- None

▶ Delivery Methodology

- Online & Face to Face

▶ Course Language

- English

2-Day Workshop





OUR SERVICES

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Training

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