



**Programme on
Essentials of Contract Management**
Saturday, December 10, 2016 • 9.30 a.m. to 5.00 p.m.



Venue: Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

The purpose of this programme is to develop a solid understanding of the contracts management process and the key elements of contracts planning, estimating and tendering, execution, monitoring, negotiations, financial analysis, risk management, legal issues, contracts formulation, procurement including outsourcing, international contracting etc. To manage contracts effectively the participants need to understand contracts from start to finish- from contract formulation to completion. Contracting professionals skills and knowledge directly contribute to success and the growth of the organization and their career. All contemporary issues in which contracts management operate and the practical techniques are presented and applied during the course to ensure that the participants gain a better understanding of their own real contracts and to achieve the required outcomes.

Objectives of the Programme:

1. Explain the way contracts planning, tendering, execution and monitoring is done;
2. Identify the legal issues;
3. Devise strategies for managing contract risks;
4. Prepare participants for negotiating business contracts;
5. Explain the way commercial contracts are structured;
6. Discuss the Financial issues in contracts management;
7. Discuss Contract disputes and resolution.

For Whom: The programme will be of immense value for project managers, project professionals, senior and middle management executives involved in contract management, sub contracting, procurement management, financial management of contracts and engineers wanting to make a career in contracts management.

Coverage:

- | | |
|---|---------------------------------------|
| 1. Fundamentals of Contract Management | 2. Contracts planning |
| 3. Estimation and tendering | 4. Contract execution |
| 5. Contract monitoring and Control | 6. Contract Negotiations |
| 7. Legal aspects of contracting | 8. Contract risk management |
| 9. Claims management | 10. Financial management of Contracts |
| 11. Stakeholder management in contracts | |

Faculty : The programme will be conducted by **Mr. A. R. Parasuraman** M.Com., FCMA, ACS, DMS, MFM(JBIMS). He has presented management seminars for over 1000 multinational, national, and public and private sector companies in India. Mr. Parasuraman has 20 years of industrial experience in Electronics, Power, Textiles, Pharmaceuticals and TATAS.

Fee : Rs.1500/- per participant. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshment. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

Programme on Essentials of Contract Management

December 10, 2016

REGISTRATION FORM:

Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.

Phone: 079-26308602-6 • **Fax:** 079 - 26305692 • **E-mail:** ama@amaindia.org • **Website:** www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of "**Ahmedabad Management Association**".

Name(s)	Designation:
1. _____	_____
2. _____	_____
Organization: _____	
Address: _____	
_____	Pin Code: _____
Telephone(s): _____	Mobile: _____
E-mail: <input type="text"/>	