

Contract Management CATS CM Practitioner

After the three-day practitioner training, you can apply the proven CATS CM® method on your own contracts and carry out the contract management activities efficiently and effectively. You've gone through all the steps of CATS CM on the basis of a contract from your own professional practice.

You will have learned to recognise and manage bottlenecks, risks and assumptions. At the end of the training you will go home with the experience that contracts can be managed better and more structured than usually happens. You have your own action plan of things that you want to change or implement. The training is suitable for both ordering and delivering parties.

Review of other participants

"The training is exactly what the name implies. Very practical, especially aimed at the own work environment. I can directly use what I have learned. At the end of the training I had the right tools to better implement contract management in our own organisation." Henk van der Pol.

Why this training?

- You'll learn how you as a contract manager can bring your organisation real added value
- You'll get a practical grip on your contracts with CATS CM®
- You'll be able to achieve the objectives of your contract(s)
- You'll realise opportunities for margin improvement and cost cutting
- You'll learn to recognise and manage bottlenecks, risks and assumptions
- You receive the Contract Manager manual with about 50 templates, which you can use directly in your own contract management work environment.

What you will learn

After this training you'll be able to

- apply the CATS CM® method in all steps of the contract management process;
 - manage the contracts for which you are responsible with CATS CM;
 - optimally manage the 'contract matter' of a contract in consultation with a project or service manager (person responsible for the content);
 - describe the added value of CATS CM for your own practice, so the advantages of the implementation are clear to yourself and everyone in your organisation;
 - get a grip on your contracts, so you can achieve their objectives and be successful in your profession;
 - see and capitalise on opportunities for cost cutting or additional revenue (depending on your position as a client or supplier);
 - achieve KPIs for the contract management process;
 - monitor the performance of the supplier as laid down in the contract;
- and you have
- a plan of action to put into practice.

Target audience

Contract managers for ordering parties and suppliers who after the CATS CM Foundation wish to further develop themselves and wish to learn to apply CATS CM to their own contracts.

Managers who wish to focus on the do's and don'ts of implementing contract management within their organisation and for whom the Foundation training is not sufficient.

Prior knowledge

The training is at Higher Vocational Education Level. Knowledge of the basic principles of CATS CM is required for this training. This can be acquired during the classroom Contract Management CATS CM Foundation training, or the CATS CM Foundation e-learning. If done by taking the e-learning you must have passed the CATS CM Foundation examination before taking part in the Practitioner training.

General

Duration

The training takes place three days a week with a week in between. The times are from 9:30 to 17:00. Sometimes we offer the training in 3 days in a row (when participants attend that have to travel from abroad).

Material

As course material, you'll receive a pdf and if desired a course folder of the presented sheets, assignments and exercises and the Contract Management Handbook with a large number of CATS CM templates in Excel, which considerably simplify your operational work. We ask you to bring your own contract to the training. You'll apply CATS CM to this contract.

Work formats

In this training, methodological and practical matters are continually alternated. You'll be given homework to apply to your own work situation. The course workload of the homework is 2 to 4 hours per assignment when there is a week between the training days. When the training is three days in a row, you will have to do some homework before the start of the training and maybe about 1 hour in the evening of the first and second day.

Program

- Recap: The pillars of CATS CM®
- INITIATE step
 - Contract analysis
 - Contract hierarchy
 - Contract risk profile
 - intake meeting with the contract owner
- PLAN step
 - Planning key meetings
 - Contract Board protocol
- DO step
 - Performance monitoring
 - Risk management
 - Notice of default
- CHECK step
 - Contract assessment
- ACT/ADJUST step
 - Management reports
- CLOSURE step
 - Contract Close Out (CCO)
- CM Essentials versus processes
- CM self assessment
- TCCO (Total Cost of Contract Ownership)
- KPIs of the contract management process
- Implementation of contract management.

Related training

Prerequisite

- Contract Management CATS CM Foundation
or
- Contract Management CATS CM Foundation-e-learning
(with this option the CATS CM Foundation-examination is required before taking part in the Practitioner training).

Price, dates and location

See our website <https://www.cmpartners.nl/en/trainingen> or contact us at info@cmpartners.nl or telephone number +31 (0)852100531.