



# HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

EFFECTIVE PROCUREMENT AND CONTRACT MANAGEMENT

## WORKSHOP

September 24 - 28, 2018,

Lagos, Abuja & Port Harcourt

Also Available For In-plant Training

**Note:** You can register or download our 2018 calendar online @ [www.humancapitalassociatesng.com](http://www.humancapitalassociatesng.com)

### Program Overview:

The aim of contract management is to ensure the delivery of a cost effective and reliable service at an agreed price and standard. It must be consistent with legal requirements and financial propriety. Effective monitoring of contracts ensures that compliance is built into the relationship between contractor and the awarding body (the client/customer) at all stages of the contractual relationship. This program is designed to help participants gain practical knowledge in contract management to ensure effective and efficient service delivery.

### FOR WHOM:

Director of Finance, Director of Administration, Heads of Supplies, Director of Engineering, Supplies Officers, Contract Officers, Project Engineers, Stores Officers, Supply Chain Managers / Purchasing Managers, Accountants, Auditors, and Facilities Maintenance Officers in both public and private sectors of the economy.

### LEARNING OBJECTIVES:

At the end of the program, participants will be able to;

- \* understand the opportunities arising in the marketplace with the rapid expansion of business process outsourcing
- \* understand contract pricing mechanisms and associated risk
- \* recommend, support and influence opportunities to improve procurement and contracting and the award to tenders in your organizations

## COURSE CONTENT

## RESOURCE PERSONS

-Nature and Scope of Procurement and Contract Management:  
An Overview

-Awarding Procurement / Contract : The Due Process

-Operating a successful selective tender list and seeking expressions of interest in the open market

-Decisions concerning the method of contracting  
( length of contract, partnership arrangements, appropriate contract conditions)

-Maximizing benefits through successful association with suppliers

-Understanding the drivers to Business Process Outsourcing (BPO)

-Principles of effective contract negotiation

-Building into contracts safeguards and sanctions for non-performance

-Attracting more and better contractors

-An introduction to sustainable procurement and social responsibilities

-Value for money considerations (*Service Level Agreement*)  
(price, quality ,availability, functionality)

-The entire life cycle of products

**Abiodun Odeyemi** - HND (Pur / SS) MCIPS (London), M.Sc., Managerial Psychology. An experienced procurement practitioner with over 20years of post graduation work experience spanning the manufacturing, energy, and service sector of the economy. Mr Odeyemi is a specialist strategic management, employee motivation, customer service and productivity improvement. Mr. Odeyemi was the Asst. Gen. Manager Supply Chain, Pivot Engineering Ltd before venturing into consultancy. He will join others to bring their experiences to bear on this program.

### WORKSHOP FEE:

**N150,000 per participant, VAT - N7,500.**

**Note: this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.**

**Payment should be made in favour of Human Capital Associates.**

**Payment can equally be made into our Accounts:**

**Account Name : Human Capital Associates**

**Keystone Bank Ltd. Account No:1005378262**

**Union Bank Of Nig. Plc Account No: 0006208533**

### LOCATIONS

#### 1 - HCA Learning Centre

Acme House 2nd Floor,

23, Acme Road ,Ogba, Ikeja, Lagos

September 24 - 28, 2018

#### 2 - Royal Tropicana Hotel, Abuja

September 24 - 28, 2018

#### 3 - MAAS Central Hotel, Port Harcourt

September 24 - 28, 2018

**Open Course Fee:N150,000**

**In-plant Fee Negotiable**

### FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines:0814-574-5664

0811-749-1970

Otunba: 0806-622-3343

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0806-893-3608

0805-136-5946

**Note:** Human Capital Associates reserves the right to alter dates, content, venue and trainer.

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road, Ogba, Ikeja - Lagos

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**Note:** Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences 9:00a.m.each day with Breakfast

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