

## Training Workshop – Module Overview

Innesskirk's "Commercial Contracts and Bid-Tender Management" provides existing Managers with the skill sets to understand and effectively manage the procurement process and interpret commercial contracts

The workshop includes a summary of legal issues commonly seen in the corporate setting and fundamental contract law such as: vendor and employment contracts, negligence, property law and complications that can arise from inefficient due diligence in the contracting process.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

## Workshop Objectives – Delegates Will Be Able To...

- Understand the bid-tender process
- Understand the role of management in the bid process
- Understand fundamentals of commercial contracts
- Create a bid-tender strategy
- Use basic negotiation techniques
- Interpret commercial contracts
- Understand common legal issues and pitfalls
- Create effective bid-tender documentation
- Differentiate your bid from the competition
- Plan and work efficiently within tight deadlines

## Post Workshop – IMPACT™ Program

**IMPACT™ Project** – Delegates identify a work-related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

**IMPACT™ Coaching** – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

## Workshop Agenda – DAY ONE

### WELCOME

#### Introduction And Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity.

#### What is a Bid/Tender?

Introduction to the bid-tender process. Introducing common terminology like RFP, RFI, RFQ, ITT... Documents used and examples of current bid documents and procedures.

#### The Bidding Process

How to bid on current tenders, the process of bid management what makes a bid effective. Understanding the stakeholder in any bid-tender situation.

### LUNCH

#### The Bid-Tender Team

Roles and responsibilities for an effective bid management team. How to build and manage a successful team with individual responsibilities.

#### Dealing With Stakeholders

Managing the stakeholders in any bid/tender process, developing effective communication plans.

#### Analyzing the Bid/Tender Documentation

Creating and analyzing bid-tender documentation. Understanding requirements and legal responsibilities.

### CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day two.



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## Workshop Agenda – DAY TWO

### WELCOME

#### Creating A Bid-Tender Strategy

Developing a bid tender strategy for maximum results. Understanding what is required to win bids and develop successful tenders.

#### Commercial Contracts Fundamentals

Understanding contracts law, which applies to employment contracts and commercial agreements. Fundamentals of contracts to be valid and enforceable. Commercial contracts and legal implications. Implications for individuals and organizations. Legal issues like negligence and due diligence. Understanding the small print in contracts.

### LUNCH

#### Creating Bid-Tender documentation

What documents are required, how to create a clear and structured tender document. How to submit to tenders and differentiate yourself from the competition. Setting deadlines, dealing with specifications and preparing the final document.

#### Bid-Tender Closure

Managing closure requirements and extensions without getting into legal problems. How to manage the closure process.

#### Common Legal Pitfalls

Managing time and juggling workload are difficult tasks. Understanding how to effectively delegate work and manage performance. Essential elements of a performance management system. Human Resources responsibilities of managers.

### CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day three.

## Workshop Agenda – DAY THREE

### WELCOME

#### Hands-on Bid-Tender Skills

Throughout the workshop delegates will prepare documents and elements which will develop into a complete bid/tender document. The focus of this session is to complete the final document. This can be used to set standards for each delegates, relevant to their organization. Documents created will be reviewed by the facilitator.

### LUNCH

#### Negotiating Contracts

Negotiating in the bid-tender process requires different negotiation strategies. Contract negotiation fundamentals, how to get to the best results negotiating any contract. This includes preparation understanding variables and anticipating possible outcomes.

#### Contract Risk Management

How to deal with risk resulting from contracts and bi-tenders. Minimizing risks and effectively mitigating risks through appropriate risk management techniques.

#### Identification Of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information acquired during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

### CLOSING

Review the main points of interest for the course, deliver course administration such as: evaluation, action plan and deliver delegate certificates.



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