



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Techniques and strategies for supply, procurement and contract specialists

Objectives

- Providing participants with scientific and practical methods in analyzing, characterizing, assessing and developing their skills in diagnosing and evaluating practical problems related to job description, analysis, classification and evaluation.

Who Should Attend?

- Logistic Managers
- Staff Logistics
- Freight and unloading sector
- Experts in the supply chain and logistics

Seminar Outline

DAY 1

- Definition of the contract and its components.
- Contract types.
- To conclude the appropriate wording.
- Stages and procedures of the contract and its requirements.
- Negotiate the conclusion of contracts.
- Skills of understanding and predicting potential problems in the operational stages of contracting.
- Pre-and post-contract considerations and core issues to be considered.
- Contracting and contracting skills and contract drafting skills according to its objectives "Models for Months of Contracts".

DAY 2

- Implementation stage and problems.
- Rights and obligations of the parties to the contract.
- Arbitration, terms and procedures.
- Principles and provisions International contracts



DAY 3

- e importance of preparation and attributes (successful preparation) contractually and operationally.
- List of conditions and documents required (Check List).
- Mechanisms and methods of determining needs.
- How to benefit from the list of suppliers and customers of the department in the preparation stage.

DAY 4

- List What You Should Do / Do Not Do
- Participants divided into working groups to prepare the requirements and specifications .
- Presentation of the practical situation of the conditions and specifications before the tender and contracting.
- Follow-up stages of preparation according to standard steps with teams.
- Set up common mistakes list in Most Common Mistakes.

DAY 5

- Best contractual practices in the preparation of best practices.
- Provide standard report stage .
- Translation of contracts
- Administrative drafting



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