



## ABOUT US

The *Integral* Group Limited (TIGL) is a down to earth, pragmatic consulting company who believe in bringing traditional rural values to city business. Our philosophy is simply to get on with the job and get results for our clients - but have fun while we are doing it!

Our areas of expertise include:

- procurement
- project management
- negotiating
- responding to tenders
- knowledge management
- facilitation techniques
- section 17A reviews

We have:

- run over 300 procurement projects
- run over 40 procurement training workshops
- managed hundreds of projects
- run over 90 project management workshops
- helped over 70 clients respond to tenders
- worked with 60 councils

Our consultants are passionate about providing clients with practical solutions that are appropriate for them. A common sense approach is applied to ensure our clients' solutions are successfully embedded with their business.

*We do what we do well so you can do your core business well.*

# CONTRACT MANAGEMENT

*A 1 day workshop, where even the most experienced people will take away new learnings.*

## **Less Stress • More Success**

- *Have you got any new contract or procurement managers?*
- *Do you want to get the best value for money for your organisation?*
- *Do your staff understand what the rules are and the legal risks of contract management?*
- *Do you understand the psychology of business and how it applies to managing contracts?*

## WHAT ARE THE ISSUES?

Common issues around not managing contracts properly include:

- poor planning upfront results in poor outcomes in the end which can be costly
- the wrong type of contract is set up
- contract management plans aren't followed or put in place
- contracts aren't collaborative between the client and the supplier
- once the contract is signed, there is an expectation that the contract will self-manage itself and no further work is required
- lack of on-going communication between the client and the supplier

## WHO SHOULD ATTEND?

This workshop is intended to instill the basics of good contract management at all levels of an organisation. It is appropriate therefore for a wide range of staff and will benefit anyone who:

- has little or no prior contract management experience
- is involved with contracts and procurement
- is a contract manager
- is in a support role to a contract manager and / or working as part of a contract management team

## WHAT WILL I GET OUT OF THIS WORKSHOP?

The workshop is interactive and works through real examples provided by attendees and covers how to:

- decide the right procurement and contract models to attract the best suppliers and to achieve the required business outcomes
- set up the requirements in the contracting process
- select the right suppliers to meet the contract requirements
- negotiate the contract terms with suppliers
- manage and improve delivery of the contract

Participants will be given simple and practical exercises that will embed the learnings. They will also be given a number of tools they can take back to work and use immediately.



## FOR FURTHER INFORMATION

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## TESTIMONIALS

*"Enjoyable and informative process training based on hands-on experience and tried methodologies. Would recommend."*

Doug Weihing - Kaipara DC

*"Enjoyable and informative process training based on hands-on experience and tried methodologies. Would recommend."*

Penny Hope - Wellington CC

*"I was very new to this area of work so this course has helped me amazingly. I know how to set up some very helpful tools for contract management."*

Heather Gaby - South Waikato DC

*"Extremely useful and entertaining workshop, learnt a lot and had fun doing it."*

Daniel Allen - Ruapehu DC

*"A great learning opportunity, very interactive but also providing great tools and advice. I have two processes coming up for contracting services and took away a heap of tools and processes I can apply right away."*

Jennie McFarlane - Waipa DC!

## WHAT WILL BE COVERED?

- The new paradigm of contract management
- Key objectives
- Contract management lifecycle, where it all fits
- The psychology of business and 4 guiding principles
- ADKAR change management tool
- DOSAC strategy development tool
- Contract options
- Evaluation models
- Developing the project plan
  - implementation
  - managing delivery
  - contract management & reviews
- Trouble shooting

## WHAT IS THE RIGHT TRACK WORKSHOP?

The Right Track Workshop was developed in 2014. It is a pragmatic and effective tool which we use at the beginning of every project, and train at every Project Management and Procurement Training workshop that we run.

## WHERE IS THE TRAINING?

The workshop is delivered **in-house** and all you have to do is provide a suitable venue.

## HOW MUCH DOES IT COST?

In-house workshops: pricing as per the table below:

Up to 10 attendees	Per person fee in excess of 10 attendees
\$9,000	\$900

Public workshops: pricing is \$900 + gst/person

For the next public workshop dates click [here](#).

TIGL's pricing conditions for this training are:

- prices are exclusive of GST; current at time of printing (September 23)
- credit term is 20th of the month after invoice date
- the only disbursements claimed are for out of town travel
- TIGL supply materials and workbooks
- the client supplies venue and catering

## GUARANTEE

TIGL absolutely guarantee our work. Our satisfaction guarantee to you is that:

- in the unlikely event that you're not satisfied with our work, we would make sure that we work with you to put it right
- if at any time you're not satisfied with the value you've received when we invoice you, then we ask you to pay the value that you deem appropriate