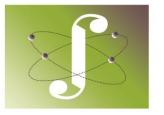
## The Integral Group Ltd



## 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. We are non-PC and 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

#### We have:

- run over 200 procurement projects
- run over 40 procurement workshops
- managed hundreds of projects
- run over 60 project management workshops
- helped over 70 clients respond to tenders

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.



# INTRODUCTION TO CONTRACT MANAGEMENT

An introduction, but even the most experienced people will get something out of this

#### 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 selfmanage 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.

**RightTrack** 



#### FOR FURTHER INFORMATION

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The *Integral* Group Limited Level 9, Findex Building 57 Willis Street Wellington 6142

#### TESTIMONIALS

"Enjoyable and informative process training based on handson experience and tried methodologies. Would recommend."

Doug Weihing - Kaipara DC

"Enjoyable and informative process training based on handson 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
  - o implementation
  - o 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 and appropriate support.

### HOW MUCH DOES IT COST?

The pricing for this 1 day workshop is shown in the table below:

Up to 10 Attendees	Per person fee in excess of 10 attendees
\$7,000	\$700

TIGL's pricing conditions for this training are:

- prices are exclusive of GST
- 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