

€ TRAINING

Conference on Managing and Negotiating
with Consultants and Contractors



4 - 8 November 2024
Kuala Lumpur (Malaysia)



Conference on Managing and Negotiating with Consultants and Contractors

REF: C689 DATE: 4 - 8 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

Introduction:

This conference delves into the essential strategies and best practices for managing and negotiating with consultants and contractors in various industries. Participants will explore methods for building strong professional relationships, effective contract negotiations, and managing performance to ensure successful project outcomes. It empowers them to handle contractor and consultant relationships to maximize efficiency and value for their organizations.

Conference Objectives:

By the end of this conference, participants will be able to:

- Understand the key principles of managing consultant and contractor relationships.
- Develop effective negotiation strategies to secure favorable contract terms.
- Implement performance management techniques for consultants and contractors.
- Address challenges in contract management and conflict resolution.
- Utilize legal and financial considerations to protect organizational interests.

Targeted Audience:

- Project managers.
- Procurement specialists.
- Contract managers.
- Business development professionals.
- Operations managers.

Conference Outline:

Unit 1:

Understanding Consultant and Contractor Roles:

- Defining the roles and responsibilities of consultants and contractors.
- Key differences between consultants, contractors, and employees.

- How consultants and contractors contribute to organizational success.
- Assessing the need for external services in project management.
- Strategies for selecting the right consultant or contractor for a project.

Unit 2:

Negotiation Strategies with Consultants and Contractors:

- Preparing for contract negotiations with consultants and contractors.
- Understanding key contract elements: scope, timeframes, and deliverables.
- Techniques for negotiating terms that balance cost and quality.
- Handling difficult negotiations and finding mutual benefits.
- Strategies for building long-term partnerships with consultants and contractors.

Unit 3:

Contract Development and Legal Considerations:

- Essentials of drafting clear and comprehensive contracts.
- Legal considerations in consultant and contractor agreements.
- Managing risks through contract clauses such as warranties and liabilities.
- How to handle contract modifications and amendments.
- Understanding compliance with industry regulations and standards.

Unit 4:

Performance Management of Consultants and Contractors:

- Setting clear expectations and performance metrics.
- Techniques for monitoring and evaluating contractor performance.
- Managing underperformance and ensuring accountability.
- Handling disputes and resolving issues during the contract period.
- Implementing feedback loops for continuous improvement.

Unit 5:

Financial and Budgetary Aspects of Consultant and Contractor Management:

- Budget planning and cost control for consultant and contractor services.
- Payment structures: hourly rates, fixed fees, and milestone payments.
- Assessing value for money in consultant and contractor engagements.
- Mitigating financial risks through contract terms.
- Reviewing and auditing contractor expenses and deliverables.