



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**  
*Centre For Professional Development*



# EFFECTIVE CONTRACT PREPARATION & MANAGEMENT

**1 August 23 & 24, 2022**  
**(Tuesday & Wednesday)**  
**8.45 am – 5.00 pm**  
**Remote Online Learning via Zoom**



**A**n effective contract, which is well crafted and covers all aspects is highly crucial to organizations and ensures a trouble free implementation and eliminates legal issues.

With the knowledge and skills acquired at the end of the training program, the trainees will be able to understand the importance factors to consider before contract negotiations, important contents of contracts, the process of reviewing salient terms & conditions.

## .... OBJECTIVES....

With the knowledge and skills acquired at the end of the training programme, the trainees will be able to understand the important contents of purchasing contracts, the process of reviewing salient terms & conditions, managing contract & contract disputes.

## .... TRAINING METHODOLOGY....

Lectures, case studies, role-plays, group presentations, group discussions management games etc.

## .... WHO SHOULD ATTEND....

Procurement Managers, Managers in General Management, Finance, Head of Departments & Technical Managers and Other Users or decision makers who actively participates in Contract drafting and contract implementation.

## .... TRAINER....

**MR. SEKAR A/L PONNAN**, is both a practitioner and an educator in the field of Logistics, Supply Chain & Procurement. He holds an MBA (General Management) from University of Hull, UK, a Bachelors Degree (Hons) in Economics from University Malaya and an Advance Diploma in Logistics Management, UK from Chartered Institution of Logistics & Transport in Malaysia. He is also a chartered member of the Chartered Institution of Logistics & Transport Malaysia.

**MR. SEKAR**, a certified trainer registered with PSMB has a solid 20 year experience in the field of Logistics, Procurement & Supply Chain gained through his work stint in big conglomerates and Multi-National Companies at various levels ranging from junior level to Executive Committee level in the areas of manufacturing, logistics service providers, implementation of supply chain management, setting up 3PL logistics management and liaison with various authorities. In his 20 years of service at corporate world, Mr. Sekar has also covered different geographical areas from local operations to regional scope covering whole of Asia. He has wide management exposure in different areas of business; having held key management positions in Logistics Operations, Inventory Management, Procurement and Supply Chain. Mr. Sekar also serves as consultant for GLG Asia (based in Singapore) and Generic Business Solutions Pvt Ltd (based in Ahmedabad, India) in the field of Logistics, Supply Chain & Procurement.

## .... COURSE CONTENTS....

### Module 1 –

#### THE FUNDAMENTAL OF CONTRACT – PR & TENDER MANAGEMENT

- Common Statements....
  - By end users
  - By Procurement
- Why Clear and Complete Specifications or SOW is Important?
- Bare Minimum....what should a PR contain?
  - The Dos in SOW writing
  - Establishing Major Deliverables
- Tender Documents – What should it contain?
  - Technical Clauses
  - Commercial Clauses

### Module 2 –

#### MITIGATING RISK BY CONTRACT TYPE

- Fixed Price Contracts
- Cost Type Contracts
- Time & Material Contract
- Blanket Purchase Order
- Framework Agreement
- Consignment VMI Agreement
- Letter of Intent

### Module 3 –

#### STRUCTURING THE CONTRACT – GENERAL

- Roles & Responsibilities of various stake holders
- Contract Drafting Options
- Drafting, Revising & Finalizing the contract
- Exchange & Keeping Track of Contract Drafts
- Contract Checklist

### Module 4 –

#### UNDERSTANDING GENERAL CONTRACT CLAUSES & PROVISIONS

- Assignment & Subcontracting.
- Non-Waiver
- Severability.
- Governing Law

- Evergreen or Automatic Renewal.
- Transportation – weight determination etc
- Confidentiality & Non-Disclosure.
- Company Regulations – SHE, SLA etc
- Risk of Loss, Title & Acceptance.
- Force Majeure Clauses

### Module 5 –

#### CONTRACT APPROVAL & COMMUNICATION

- Knowing your Contract approval matrix & procedures
- Contract Signing
- The importance of communication to different parties
- Safekeeping & Reporting of Contracts

### Module 6 –

#### CONTRACT MANAGEMENT

- Contract Management – Definition
- Contract Management vs Contract Administration
- Contract Administration Purpose, Focus & Influence
- Contract Management Chart – Roles & Segregation of duties
- Role of A Contract Manager

### Module 7 –

#### DISPUTE MANAGEMENT, RESOLUTION & SETTLEMENT

- General Principles
- Definition of Dispute
- Dispute Avoidance
- Managing Disputes
- Dispute Resolution

### Module 8 –

#### CONTRACT MANAGEMENT BEST PRACTICES & WEAKNESSES

- Suggested Processes
- Best Practices
- Weaknesses
- Contract Completion Checklist

### .... COURSE DETAILS....

Date **August 23 & 24, 2022 (Tuesday & Wednesday)**  
Time **8.45am - 5.00pm**  
Platform **Remote Online Learning via Zoom**  
Medium of Instruction **English**  
CPD **14 hours**  
Fees **Members RM689.00/pax**  
**Non-Members RM848.00/pax**  
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ Download and install ZOOM app on your laptop/desktop before the programme
- ❖ Good Internet / Wi-Fi connectivity
- ❖ Access Links will be provided upon confirmation of the programme

### .... ADMINISTRATIVE DETAILS....

#### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

#### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

#### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

#### PAYMENT

- Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

#### CANCELLATION

- Must be in **Writing with Reasons**
- 7 days** before the course – **No payment charged**
- 3 – 6 days** before the course - **50% payment charged**
- < 3 days** before the course – **Full payment charged**
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

### ~ Registration Form ~

## EFFECTIVE CONTRACT PREPARATION & MANAGEMENT

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

**Closing Date:**  
**AUGUST 16, 2022**

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
	NRIC	HP No
		Email
2.	Name	Designation
	NRIC	HP No
		Email
3.	Name	Designation
	NRIC	HP No
		Email

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	