



Contract Management (Online course)

Presented by the Department of Business Management, University of Pretoria

The online course in **Contract Management** is ideal if you seek to acquire the necessary practical skills in effectively managing and administrating contracts for goods and services. Contract management refers to the process of systematically and efficiently managing contract creation, execution and analysis for the purpose of maximising financial and operational performance while minimising risk. Whether it is through great interpersonal and negotiation skills, or the ability to establish and maintain powerful business relationships, this course will equip you with an in-depth understanding of the industry and business in which you operate as contract or business manager.

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Shifting knowledge to insight



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Course content

Law of contract

- Understanding the South African legal system
- Requirements of a valid contract offer and acceptance
- Reaching and formalising the agreement
- Capacity and authority
- Warranties, guarantees and indemnities
- Termination of an agreement
- Common danger areas
- Service level agreements

Contract management

- Planning, organising, directing and control
- Outsourcing
- Contract management terminology
- Pre-contractual planning and best practices
- Organising before awarding the contract: the process
- Contract award and negotiation skills
- Contract administration and control
- Managing service level agreements

Learning outcomes

After successfully completing the course, you will be able to

- understand basic contract law in South Africa
- understand contract management terminology
- plan and organise contracts for goods and services
- define the scope of work, process, agreement and management philosophy
- direct and control the contract administration
- negotiate contracts and terms
- evaluate, negotiate and enforce service level agreements, and
- renegotiate and/or terminate contracts.

Who should enrol?

This course is ideal for you if you are employed as a contract or commercial manager, legal officer, engineering, risk or project manager, financial controller or accountant, small business owner, export manager, or a buyer.

Course fees

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates should at least have a National Senior Certificate (Grade 12) or equivalent qualification.

Accreditation and certification

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Registration and enquiries

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Supply Chain Management and Logistics

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