



Honeylight
ENTERPRISES PTY LTD

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CENTRE OF EXCELLENCE
FOR CONTRACT & CHANGE MANAGEMENT

PROUDLY PRESENT A UNIQUE COURSE ON

Effective Commercial Contract Management©

Contract Management is the process of managing contracts, deliverables, deadlines and customer satisfaction. Contract Management impacts many areas within an organisation and can significantly influence its budget, operations, customer service and public image. Effective pre and post-award management is essential to the seamless acceptance of supplies and services. From procurement to contract management training, managing contracts is a critical skill in the success of any operation.

Key Outcomes/benefits

This course provides you with a set of strategies and standards to use as a roadmap in the journey of contract management:

- ❖ Enhance and streamline sourcing and procurement processes
- ❖ Practiced and developed skills such as relationship management, risk management and contract governance and reporting
- ❖ How to get the most out of your contract
- ❖ Set up risk reward models for win-win solutions
- ❖ Strengthen relationships with suppliers/customers
- ❖ Measure, monitor and review contracts
- ❖ Maximise contractual performance
- ❖ Structure and standardise the contract management process

Key topics

The program modules are designed around the contract management lifecycle, from planning to procurement to management to review. Each of the four modules provides useful tools, techniques and templates to immediately apply and use at work including:

- ❖ The Why's of Contract Management: Framework and lifecycle
- ❖ Contract types and terminologies
- ❖ The Who's Who of Contract Management: Roles & Responsibilities
- ❖ The How's of Contract Management: Business case, source/select, approvals
- ❖ The What's of Contract Management: Requirements, standards, deliverables
- ❖ Relationship Management Planning
- ❖ Performance Management, Risk Management
- ❖ Variations Management
- ❖ Evaluations and Value Capture

Duration and format

One day in duration, this highly participative workshop style program blends a variety of different methods, including presentations, facilitated group discussion, live examples, project team work groups, exercises and case examples. The format allows participants to openly discuss issues from within their own organisation and benefit from the collective experience of participants and presenter.

Powerful presenter/Facilitator

Beverley Honig BA LLB MBA is the CEO of Honeylight Enterprises Pty Ltd and is well known in the property and facility management industry as a business guru. She is commissioned to run tenders for many client organisations in the industry, and is a popular training developer and facilitator, with a background as an international lawyer in commercial property. She is the published **author of the authoritative bestseller business book "Making Contracts Work"** and a renowned international public speaker. With her many years of general management experience in public companies such as Coles Myer, with responsibilities for asset portfolios worth \$1.5 billion.

She has held board directorships across multiple industries, including Board Director Melbourne Markets, Centre for Adult Education, AICC and Presiding Judge, Essential Services Commission Appeals. She is a sessional lecturer and facilitator for QUT Business School's Executive MBA Program in Complex Project Management in Canberra, and is also a sessional lecturer at Melbourne University. Beverley was nominated International Businesswomen of the year and is the recipient of several business awards presented by the Prime Minister, in recognition of outstanding contribution to international trade links. Beverley is listed in the Who's Who of Business.

For further information on dates and group discounts please call Honeylight on 03 9613 9945 or email info@honeylight.com.au