



NEGOTIATION AND CONTRACT MANAGEMENT IN PROCUREMENT



1 November 12-13, 2025 (Wednesday-Thursday)
8.45 am – 5.00 pm **FMM Institute, Perak**

"Master the Essentials of Contract Management for Effective Business Success!"

This comprehensive 2-day course is designed to provide participants with the knowledge and skills needed to effectively manage contracts throughout their lifecycle. The course covers key concepts such as contract lifecycle management, key contract terms, risk management, and compliance. Participants will engage in interactive sessions, case studies, and practical exercises to develop and refine their contract management skills.

COURSE CONTENTS

Module 1: Introduction to Contract Management

- Overview of contract management
- Importance of effective contract management
- Key stages of the contract lifecycle

Module 2: Key Contract Terms and Clauses

- Common contract terms and clauses
- Interpreting and negotiating key terms

Module 3: Contract Risk Management

- Identifying and assessing contract risks
- Strategies for mitigating contract risks
- Ensuring compliance with contractual obligations

Module 4: Contract Lifecycle Management

- Pre-contract activities: Needs assessment, market research, and supplier selection
- Contract drafting and negotiation

- Post-contract activities: Performance monitoring and contract closeout

Module 5: Contract Performance Monitoring

- Setting performance metrics and KPIs
- Monitoring contract performance
- Addressing performance issues and disputes

Module 6: Contract Compliance and Audits

- Ensuring compliance with contractual obligations
- Conducting contract audits
- Managing contract amendments and modifications

Module 7: Contract Termination and Renewal

- Understanding the termination process
- Handling contract renewals and extensions

Module 8: Introduction and Preparation for Negotiation

- Principles of effective negotiation
- Types of negotiation: Distributive vs. integrative

- Key stages of the negotiation process
- Setting objectives and priorities
- Researching the other party
- Identifying and preparing for potential challenges

Module 9: Key Negotiation Techniques

- Establishing rapport and trust
- Using persuasion and influence
- Handling objections and counteroffers

Module 10: Communication Skills in Negotiation

- Active listening and effective communication
- Non-verbal communication and body language
- Building rapport and trust

Module 11: Handling Difficult Negotiations

- Strategies for dealing with difficult negotiators
- Managing conflicts and disputes
- Case studies on handling difficult negotiations

OBJECTIVES

To equip participants with the tools and techniques necessary to effectively manage contracts throughout their lifecycle. By the end of the course, participants will be able to understand the contract lifecycle, identify key contract terms, manage contract risks, and ensure compliance with contractual obligations.

WHO SHOULD ATTEND

This course is ideal for Contract managers and administrators, Procurement professionals, Legal professionals involved in contract drafting and review, Project managers, Business development and sales professionals, Anyone involved in contract management.

LEARNING OUTCOMES

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

- Understand the entire lifecycle of contract management.
- Draft clear and enforceable contracts.
- Identify key elements and risks in contracts.
- Negotiate effectively with stakeholders.
- Monitor and manage contract performance.
- Implement best practices in contract management.

TRAINING METHODOLOGY

Interactive lectures, Group discussions, Case studies, Practical exercises, Q&A sessions

TRAINER

MR SHRI SHANMUGANATHAN A/L P. PANCHNATHAN, who is a HRDF accredited corporate trainer, commenced his career in Corporate organization to non-Government organization and has since developed over 20 training programmes for the local needs. He has trained a number of prominent companies such as Boustead Heavy Industry, Sarawak Energy, Lafarge, FELCRA, Petronas and much more. He has an undergraduate degree from the Chartered Institute of Logistics Transport, U.K (CILT-UK), and a Masters Degree from International University and is currently pursuing his DBA. Prior to becoming a full-time trainer in 2004, he served as various positions in corporate companies, government subsidies link and International nonprofit organization. He started his carrier from a buyer with the corporate industry when thru the ladder of progress where his last position was a consultant with a trading house.

MR SHRI SHAN has over 20 years of Procurement and Purchasing, Logistics, Warehouse and Inventory, and Supply Chain Management experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in training in the area of Purchasing and Supply Management, Logistics Operations, Warehouse Operations, the management of procurement functions, Supply Chain Management, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts. He has given presentations on numerous Supply Chain Management topics and other related topics to the International Federation Purchasing and Supply Management (IFPSM), major universities, and numerous in-house seminars for industrial & services clients in the Malaysia. He was selected to present seminars at the AFRO-ASIAN' Entrepreneurs' Program International Conferences and Asian World Summit's Supply Chain & Logistics Excellence and Shan was selected as IFPSM's Senior Consultant.

COURSE DETAILS

Date **November 12-13, 2025 (Wednesday-Thursday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM1,134.00/pax**
Non-Members RM1,296.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

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 **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

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 ~

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

Fax: 05-5488221

Closing Date:
NOVEMBER 5, 2025

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

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

(Please attach a separate list if space is insufficient)

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

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. 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		