

## DPSS for IACCM / WCC

CCM **Contract & Commercial** Management

Learning & Certification Programs



# Agenda

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- Why this program?
- Steps to certification
- Curricula

# Why this program?

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- Validate current and expand your Contract and Commercial Management (CCM) knowledge
  - Buy and Sell side
- Receive objective credentials and demonstrate your value
- Learn and commit to utilizing best practices
- Access to knowledge and experience of renown experts
- Establish your attractiveness as an employee
- Only internationally recognized professional contract and commercial management certification

# DPSS Learning and Certification Programs

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- “Live” virtual interactive tutor led zoom and Classroom delivery options
- 3 days for Associate and 5 days for Practitioner
- Skills assessments
- Community message boards for knowledge sharing
- Professional Certification upon successful completion
- Curricula continuously reviewed and improved

# Skills & Competency Assessment

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## **For individuals:**

- Commercial contracting specific web based assessment tool
- Measure current level of competency on broad spectrum of skills
- Identify competence gaps against industry benchmark data
- Routes learner to appropriate learning program
- Comprehensive professional development report generated

## **Delivers Clear Immediate Benefits to Corporate Members**

- Measure and build skill levels globally
- Assessment at individual, group and department level
- Improvement against external benchmarks and internal targets
- Identify gaps and plan development action
- Can be used to assess potential hires

# The Certification Level descriptions

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## CCM Associate

### Description

Provides with general insights and understanding of contracting principles and the impact they have on both business and personal life. The course is designed for individuals involved in or supporting contracting who want to improve their commercial management skills; individuals in functions such as project management who need practical training in commercial management; general audiences wanting to gain an understanding of commercial management. There are no specific certifications or credentials needed to take the exam.

### Outcomes

- Understand and manage discussions about contracts in a commercial context.
- Manage suppliers and relate to customers to achieve a positive and effective working relationship.
- Contribute to pre-contract signature activities to increase the chances of successful contract delivery & outcome.
- Understand how to manage risk and opportunity in contracts.
- Know enough about contract law to avoid basic errors and involve experts as appropriate.
- Be aware of the steps required to support contract implementation.
- Know how to engage in contract change with positive outcomes for both customer and supplier.

# The Certification Level descriptions

## CCM Practitioner

### Description

Empower the participant with the skills and knowledge to understand and apply contracting principles and techniques in an operational or managerial role. Ideal for experienced (and semi experienced) contract or commercial managers from both the public and private sector who would like to demonstrate significant achievements in the field, by gaining knowledge, methodologies and exposure to best practices. At practitioner level, it is expected that candidates will have some varied experience. The course is also suitable for technical people, focal points, commercial managers, contract officers, customer account managers, sales managers, business development managers, project managers, team leaders and finance managers who have a responsibility for managing contracts, but may not be contract or commercial specialists

### Outcomes

- Develop robust and review contract and commercial plans, including scopes of work and award strategies
- Develop commercial proposals to clients
- Understand the principles of marketing and business development, including marketing mix, target audience,
- pricing models and PLC's
- Undertake early market engagements (including SME's) and design considerations to maximise competition
- Conduct effective contract and commercial management activities, including developing and responding to ITT, RFP, RFQ
- Understand the legalities of contract and commercial and commercial management from both the buy and sales perspectives
- Negotiate effectively with key stakeholders and clients, making use of the key skills of persuading and
- influencing to optimise outcomes for both sides
- Undertake effective Supplier Relationship Management

# CCM Associate Curriculum (CCMA)

Module	Description
<b>1. Introduction</b>	Introduces the topic of contract and commercial relationships and why the skill sets associated with this function are so critical for organizations. It also outlines the connection between the course participants' functions and the business benefits of effective Contract Management
<b>2. Essentials of Contract &amp; Commercial Management</b>	Covers the basic understanding of the form and purpose of a contract and the core principles associated with it: offer, acceptance and consideration. It explores the legal basics, pricing, payment and negotiation. It describes the five phases of contract management .
<b>3. Initiate</b>	This unit outlines the different levels of commercial relationship, from commodity through to trusted adviser, and explains how to understand the customer's perspective from a sell-side viewpoint.
<b>4. Bid</b>	This Module describes how customers develop requirements and highlights the common pitfalls they face. It goes on to outline the Request for Information (RFI) and provides guidance on initial evaluation of opportunities.
<b>5. Develop 1: Preliminary Agreements and the Basic Elements of Contracts</b>	This Module outlines preliminary agreements such as Non-Disclosure Agreements, Memorandum of Understanding and Letters of Intent and identifies the key issues associated with each. It then describes the essential components of good contracts.
<b>6. Develop 2: Characteristics of Different Types of Contract</b>	This section looks at the different types of contracts available from simple to complex: it reviews contracts for goods and services, licenses and leases, agreements with agents and distributors and finally complex agreements.
<b>7. Negotiate</b>	This Module explains the different types of negotiation strategy and style, how to plan for negotiations and avoid the common pitfalls. It includes an assessment of the terms that are most commonly negotiated.
<b>8. Manage 1: Transition &amp; Change</b>	This Module provides an overview of the contract management activities relating to transition and change. It explains the process of transition after contract signature to a new operational service, focusing on the role of the contract manager.
<b>9. Manage 2: Operations</b>	This Module provides an overview of the operational contract management activities. It focuses on day-to-day operational activities including using KPIs, delivery, invoicing, benchmarking and other regular management activities.



# CCM Practitioner Curriculum (for CCMP)

INITIATE	BID	DEVELOP	NEGOTIATE	MANAGE
C&CM Introduction	RFI, RFP, RFQ	Contract and Relationship Types	Negotiation Planning, Overview and Objectives	Implementation and Communication
Contract Administration	Responding to RFPs	Terms and Conditions Overview	Framing, Strategy and Goals	Monitoring and Performance Management
Requirements Definition	Bid Process and Rules	Partnerships, Alliances and Distribution	Negotiation Styles	Contract Change Management
Cost Benefit Analysis	The Influence of Laws on the Bid Process	SOW / SLA Production	Negotiation Techniques	Dispute Handling and Resolution
Sourcing Options	Evaluation Criteria	Drafting Guidelines and Considerations	Tactics, Tricks and Lessons Learned	Contract Close Out
Undertaking a Terms Audit	Stakeholder Management	Other Strategic Considerations	Pricing and Financial Considerations	
Cost Identification	Understanding Markets and Opportunities			

## CCMA

- Course Duration 2 Days
- Date/s 29th & 30th Mar 2022
- Course Times 09.30 to 16.00 London time
- Course Fees £ 1,190.00 plus VAT
- Virtual Classroom
- CPD Points 12

## CCMP

- Course Duration 5 Days
- Date/s 15th & 16th Mar, 22nd & 23rd Mar, 1st Apr 2022
- Course Times 09.30 to 16.00 London time
- Course Fees Virtual £ 2,295.00 plus VAT
- Virtual Classroom
- CPD Points 30