

What is a Contract?

Duration: 40mins

Overview:

This topic investigates the reasons why we need contracts in the workplace, the structure, format and content of contracts and the working relationships which govern them.

Outcomes:

- ✓ Understand what a contract is
- ✓ Know the different types of contract
- ✓ Understand a contract function
- ✓ Understand the structure of contracts
- ✓ Know what a contract should contain
- ✓ Know how to make a contract.

Summary:

- ✓ When is a contract really a contract?
- ✓ Why do we need contracts?
- ✓ Which types of relationship govern contracts?
- ✓ Making a contract
- ✓ What does the contract contain?

Negotiating and Reaching an Agreement

Duration: 40mins

Overview:

Contracting usually involves negotiating. This topic explores how to reach an agreement which benefits both parties while maintaining a good working relationship between the contractor and the client.

Outcomes:

- ✓ Understand how to negotiate successfully
- ✓ Know the factors that will contribute to the length of the negotiations
- ✓ Understand the possible outcomes
- ✓ Identify and prioritise your aims and objectives
- ✓ Be able to specify your needs
- ✓ Know how to deal with difficult situations.

Summary:

- ✓ Building a working relationship
- ✓ Negotiating in difficult circumstances
- ✓ Summary.

Maintaining an Agreement

Duration: 40mins

Overview:

Once you have a contract you have to ensure that it remains in good working order. This topic covers monitoring progress and managing the contract to reduce the chances of running into difficulty. It also considers the action you should take if things do not go according to plan.

Outcomes:

- ✓ Understand the need to monitor progress
- ✓ Be able to anticipate difficulties
- ✓ Be able to use problem solving techniques
- ✓ Know how to keep the project on track
- ✓ Understand how the contract can be discharged.

Summary:

- ✓ Monitoring progress
- ✓ Managing the contract
- ✓ Communication
- ✓ Legal aspects.

Course Info

Management Shapers -

How to Make Agreements Work

Motivational training for managers including managing teams & problem-solving.

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Identifying and Agreeing Requirements

Duration: 40mins

Overview:

This topic concerns drawing up work/project specifications. It covers drawing up a specification and agreeing on it, handling the customer-supplier relationship, and managing the risk.

Outcomes:

- ✓ Be able to specify needs
- ✓ Be able to agree needs
- ✓ Understand how to manage the customer-supplier relationship
- ✓ Know how to assess and manage risks.

Summary:

- ✓ Agreeing on the Specification
- ✓ Essentials of a Customer-Supplier Relationship
- ✓ Risk Management.