



**COURSE OVERVIEW CM0124**  
**Certified International Commercial Contracts Manager (CICCM)**  
*(IPSCMI – CICCM Exam Preparation Training)*

**Course Title**

Certified International Commercial Contracts Manager (CICCM) - *(IPSCMI – CICCM Exam Preparation Training)*

**Course Date/Venue**

August 05-09, 2024/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

**Course Reference**

CM0124

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



Supply Chain Management is to effectively organize suppliers, manufacturers, distributors, retailers and end customers into a supply chain network for integrated management. Planning, organizing, leading and controlling the flows of demand, products/services, information and financials through the entire supply chain process from the supplier's supplier to the customer's customer to optimize the value enhancement process of the supply chain, and improve the overall efficiency of the supply chain, so as to meet the needs of the end customers with the minimum supply chain cost.



This course is designed to provide participants with a detailed and up-to-date overview of international commercial contracts. It covers the contract planning, contract initiation and description of requirements; the cost benefit analysis, sourcing options, evaluation criteria, market research, RFI solicitation and Government versus private sector; the procurement (bid) process and rules including the influence of laws on the bid process; the cost identification and evaluation criteria; and the RFP preparation, content RFP management and contract pricing principles.



During this interactive course, participants will learn the commercial contract types, contract terms and conditions overview (CISG drafting guide for managers and counsels); the partnerships, alliances distributorships and consortia; the IT procurement contracts and performance based contracts (including service level agreements); drafting guidelines and recommendations; the negotiation styles, strategies, techniques, tactics and tricks; and the contract administration, electronic contracting, risk management, international contracting and outsourcing.

### Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Get prepared for the next CICCMI exam and have enough knowledge and skills to pass such exam in order to get the CICCMI certificate from the International Purchasing and Supply Chain Manager Institute (IPSCMI)
- Carryout contract planning and contract initiation and discuss the description of requirements
- Apply cost benefit analysis and recognise sourcing options, evaluation criteria, market research, RFI solicitation and Government versus private sector
- Discuss procurement (bid) process and rules including the influence of laws on the bid process
- Perform cost identification and apply evaluation criteria, RFP preparation and content, RFP management and contract pricing principles
- Identify commercial contract types, contract terms and conditions overview (CISG drafting guide for managers and counsels)
- Develop partnerships, alliances distributorships and consortia as well as review IT procurement contracts and performance based contracts (including service level agreements)
- Draft guidelines and recommendations and apply negotiation styles, strategies, techniques, tactics and tricks
- Carryout contract administration, electronic contracting, risk management, international contracting and outsourcing

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides an overview of all significant aspects and considerations of international commercial contract for current and future purchasing professionals, reflecting levels of understanding and of competence needed to assume responsibility for managing purchasing operations at the international level.



### **Exam Eligibility & Structure**

Exam Candidates shall have the following minimum prerequisites:-

- AA degree or more than three years of experience in business
- Satisfactory completion of a 3 hour examination covering “the International Commercial Contracts Management Body of Knowledge (ICCMBOK)”
- Completion of an application for certification and payment of all fees

### **Examination**

The examination locations are determined by the individual candidates and their proctors. A proctor may be an individual who is currently an active Certified Member, or a manager, supervisor, teacher, professor, or anyone of such standing. Each proctor is determined on a case-by-case basis. ACI wishes to make it possible for every qualified candidate to complete the certification program in a convenient and timely manner.

### **Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Course Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day..

### **Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.




**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

**Certificate Accreditations**


Certificates are accredited by the following international accreditation organizations

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



### **Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Douglas Robinson** is currently the **President** of **DSR Consulting** and the **Professor** of **Business Studies Unit (BSU)** at **Durban Institute of Technology (DIT)**. He is a **Facilitator** and **Consultant** of **Logistics and Supply Chain** with over **35 years** of experience in industry. His wide experience and expertise cover **Logistics & Supply Chain Management, Inventory Management, Transportation Management, Project Management, Operations Management, Procurement Management, Entrepreneurship** and **International Business**.

Mr. Robinson has **over 40 years of international experience** in **Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management** and **Business Re-Organization**. Further, he is a **Registered Assessor** of **Logistics, Supply Chain Management, Procurement Strategies, Purchasing** and **Outsourcing**.

As a leader in the **Quality, Procurement** and **Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Procurement Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator**, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems**.

Mr. Robinson has a **Master** degree in **Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor** degree with **Honors** in **Business Management** and **Administration** and **Diplomas** in **Medical Technology, Marketing Management, Business Management** and **Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.



**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Monday, 05<sup>th</sup> of August 2024**

0730 – 0800	Registration & Coffee
0800 – 0830	Welcome & Introduction
0830 – 0845	<b>PRE-TEST</b>
0845 – 0930	<b>Contract Planning (Contract Initiation)</b> Description of Requirements • Cost Benefit Analysis
0930 – 0945	Break
0945 – 1100	<b>Contract Planning (Contract Initiation) (cont'd)</b> Sourcing Options • Evaluation Criteria
1100 – 1230	<b>Contract Planning (Contract Initiation) (cont'd)</b> Market Research • RFI Solicitation
1230 - 1245	Break
1245 – 1420	<b>Contract Planning (Contract Initiation) (cont'd)</b> Govt vs Private Sector
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2: Tuesday, 06<sup>th</sup> of August 2024**

0730 – 0930	<b>Bid Phase</b> Procurement (Bid) Process & Rules • Influence of Laws on the Bid Process
0930 – 0945	Break
0945 – 1100	<b>Bid Phase (cont'd)</b> Cost Identification • Applying Evaluation Criteria
1100 – 1200	<b>Bid Phase (cont'd)</b> RFP Preparation & Content • RFP Management
1200 – 1215	Break
1215 – 1350	<b>Bid Phase (cont'd)</b> Contract Pricing Principles
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3: Wednesday, 07<sup>th</sup> of August 2024**

0730 – 0930	<b>Development Phase</b> Commercial Contract Types • Contract Terms & Conditions Overview (CISG Drafting Guide for Managers & Counsels)
0930 – 0945	Break
0945 – 1100	<b>Development Phase (cont'd)</b> Partnerships, Alliances Distributorships & Consortia
1100 – 1200	<b>Development Phase (cont'd)</b> IT Procurement Contracts • Performance Based Contracts (Including Service Level Agreements)
1200 – 1215	Break
1215 – 1350	<b>Development Phase (cont'd)</b> Drafting Guidelines & Recommendations
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three





**Day 4: Thursday, 08<sup>th</sup> of August 2024**

0730 – 0930	<b>Negotiate Phase</b> Negotiation Overview & Objectives
0930 – 0945	Break
0945 – 1100	<b>Negotiate Phase (cont'd)</b> Negotiation Styles (Strategies)
1100 – 1200	<b>Negotiate Phase (cont'd)</b> Negotiation Techniques
1200 – 1215	Break
1215 – 1350	<b>Negotiate Phase (cont'd)</b> Tactics, Tricks & Lessons Learned
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four

**Day 5: Friday, 09<sup>th</sup> of August 2024**

0730 – 0930	<b>Manage Phase</b> Contract Administration
0930 – 0945	Break
0945 – 1100	<b>Advanced Topics</b> Electronic Contracting • Risk Management
1100 – 1200	<b>Advanced Topics (cont'd)</b> International Contracting
1200 – 1215	Break
1215 – 1330	<b>Advanced Topics (cont'd)</b> Outsourcing
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Day Four

**MOCK Exam**

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward’s Portal. Each participant will be given a username and password to log in Haward’s Portal for the MOCK Exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.



**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)