



Purchasing Contracts Workshop

Procurement is often a team effort. Major procurement projects are not handled by buyers alone, but require input from a range of specialists, including engineers, scientists, project managers and other professionals. This workshop has been designed to help all those involved in contracts air their questions and worries on contractual matters and get advice from contracts expert and author, Graham Fuller.

The workshop

The workshop will be based on the second edition of Graham Fuller's book, 'Purchasing Contracts: a practical guide', published in January 2010. Each participant will receive a copy of the book in advance of the workshop and be encouraged to read the book, or the sections most relevant to them, and bring any questions that arise from that or from their own experience of purchasing contracts to the workshop for discussion with the author and other delegates. Prior notice of intended questions can also be given to the author.

The discussion can be as wide-ranging as the delegates wish since the book covers not just contract law but also embraces key procurement topics such as ethics, negotiating skills, intellectual property and drafting techniques. Plain English and practical everyday examples will be used to help delegates understand the legal principles. The agenda will be dictated by the participants but will cover issues such as:

- The importance of written contracts
- Detailed written technical specifications
- Pre-contractual statements
- Negotiation and dealing with suppliers
- Contract amendments
- Protecting confidentiality
- Intellectual property rights
- Purchasing by public bodies

Who should attend?

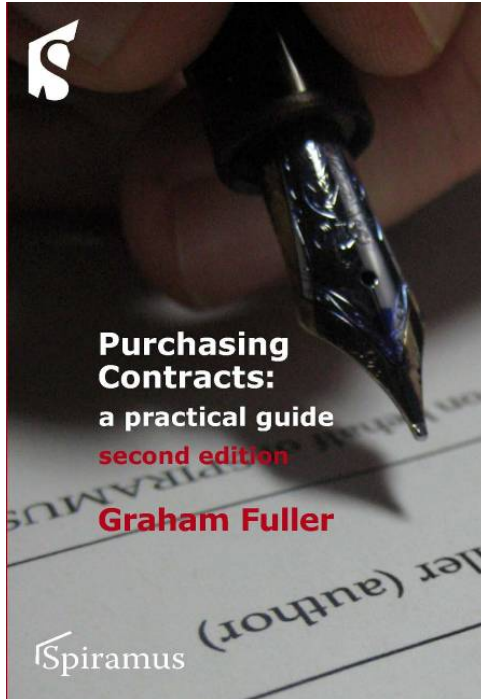
- Procurement personnel at all levels
- In-house legal advisors
- Engineers, scientists, IT specialists, health, safety and environmental professionals, project managers and others involved in the contract process or supply chain management.
- Managers whose remit includes responsibility for procurement and others who deal regularly with suppliers.

Benefits of Attending

- Resolve purchasing contract questions that have been worrying you
- Learn from the experience of other participants
- Deal more confidently with suppliers



- Assist your colleagues achieve the best deals.



Purchasing Contracts: a practical guide (second edition) by Graham Fuller

Hardback Price: £49.95 ISBN: 978 1904905 93 6

Paperback Price: £24.95 ISBN: 978 1904905 69 1

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