



Contract Management Training JCQ

📍 Office 315-6, Bouverie House, 154-160 Fleet Street, London, EC4A 2DQ

☎ 0330 912 7515

✉ reuben.carr@pdguk.co.uk

🌐 www.mypd.co.uk

Dear Delegate,

I am delighted to welcome you to your MyPD training course.

At MyPD, we are passionate about supporting your professional growth. Our courses are carefully designed to be engaging, practical, and relevant, ensuring that you leave equipped with valuable knowledge and skills that you can immediately apply in your role.

Throughout the course, you will have the opportunity to share experiences, collaborate with others, and explore new ideas in a supportive and stimulating environment. Our trainers are dedicated to creating an interactive and enjoyable learning experience, and we encourage you to make the most of your time with us by asking questions, participating fully, and embracing new perspectives.

Whether you are here to build upon existing strengths, tackle new challenges, or simply refresh your skills, we are here to support you every step of the way.

Thank you for choosing MyPD for your professional development.

I wish you every success on your learning journey.

Kind regards,
Reuben Carr
Training Manager



Contract Management Training



Microsoft Teams meeting

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Contract Management Training



Duration: Full Day

Overview

This one-day program provides senior leaders with the knowledge necessary to effectively oversee, question, and challenge contract management performance. Instead of focusing on contract administration, it emphasizes helping directors recognize what to monitor, when to take action, and how to ensure teams are accountable for contract value and risk outcomes.

Learning Outcomes:

- Understand their strategic role in contract oversight and governance.
- Formulate the right questions to guarantee accountability and manage risk.
- Spot early warning signs of contract underperformance or supplier issues.
- Enhance assurance, compliance, and frameworks for delivering value.
- Foster a culture of transparency and continuous improvement across all contracts.

The training incorporates a mix of:

- Strategic briefings and discussion prompts
- Case studies and “red flag” scenarios
- Group reflections and board-level questioning techniques
- Contract oversight dashboards and governance checklists

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Agenda AM:

Session 1	Strategic Role of Directors in Contract Governance Objectives include: • Understanding governance hierarchy, director accountability, and defining what “good” looks like at board level. • Exploring oversight frameworks, delegation and assurance flows. Key Themes: • Contracts as mechanisms for value, risk, and control. • Distinction between oversight and execution. • Assurance flows and governance blind spots.
Session 2	Oversight of Performance, Risk & Supplier Relationships Objectives include: • Recognising contract health indicators. • Interpreting KPIs and dashboards at board level. • Identifying early warning signs. Key Themes: • Board-level KPIs and SLAs. • Reading trends and identifying red flags. • Behavioural indicators and escalation points.

Agenda PM:

Session 3	Managing Risk, Change & Governance Accountability Objectives include: • Defining director responsibilities for risk management and variations. • Strengthening governance controls and assurance culture. Key Themes: • Risk ownership at senior level. • Governing contract change and preventing contract drift.
Session 4	Driving Continuous Improvement & Board-Level Oversight Objectives include: • Using reviews and post-contract analysis for improvement. • Embedding lessons learned into board cycles. • Aligning procurement, finance, and the board. Key Themes: • Structured reviews, assurance reporting, lessons learned. • Cross-functional alignment.
Finish	Board-Level Checklist: “10 Questions Every Director Should Ask”

Trainer Profile: Andy Neilson



With over two decades of experience in procurement, supply chain management, and operational excellence, Andy Neilson is a recognised industry leader in supply chain risk and resilience strategies.

As the founder of Twisted Orange, he has provided consultancy and training services to organisations of all sizes, helping businesses navigate complex supply chain challenges. His expertise spans supplier relationship management, strategic sourcing, risk mitigation, and business continuity planning, ensuring that professionals leave his training sessions equipped with practical, real-world solutions.

His global reach and hands-on approach have made him a sought-after trainer, delivering impactful learning experiences across industries including FMCG, retail, manufacturing, and logistics.

Andy's impressive career includes senior procurement and supply chain leadership roles at major organisations such as Clarks, Flamingo Horticulture, and Fitness First. He has also worked as a trainer for leading institutions, delivering high-impact procurement and risk management courses worldwide. His unique ability to bridge theory with real-world application ensures participants gain actionable insights into risk assessment, crisis response, and resilience-building strategies.

Whether advising on global procurement best practices or conducting interactive risk assessment exercises, Andy's sessions are designed to be engaging, insightful, and immediately applicable to today's dynamic supply chain landscape.

Your Needs, Your Training. Tailored Solutions for Every Client.

At PDG, we understand that every organisation has unique needs, that's why we offer tailored in-house training solutions to help your team develop the skills and expertise they need to thrive. Our in-house courses are designed to align with your organisation's specific goals, ensuring that your employees gain the knowledge they need in a way that is both relevant and impactful.

Our Process

Consultation

We begin with a comprehensive consultation to understand your audience, review existing challenges, and identify specific problem areas and desired learning outcomes.

Development

Our team develops a tailored training solution, leveraging subject matter expertise to create a proposal that aligns with your organisational objectives.

Proposal

We provide a detailed proposal that outlines the scope, costs, and terms, ensuring transparency and clarity for your decision-making process.

Pre-Delivery Meeting

We conduct a pre-delivery meeting with the trainer or subject matter expert allowing for necessary adjustments to ensure the training meets your expectations.

Delivery

The training is delivered by our qualified facilitators, focusing on engagement and interaction to enhance participant learning and retention.

Evaluation

We carry out a thorough evaluation to assess the effectiveness of the programme and gather feedback, ensuring alignment with your training goals and identifying opportunities for future enhancements.



BOOK A MEETING

to discuss bespoke courses
for your team

Woody Maxey-Graham

Training Partners Manager
woody@pdguk.co.uk | 0204 538 8769

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PROFESSIONAL DEVELOPMENT
WE HOPE TO SEE YOU AGAIN SOON



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