



Procurement and Contract Management

Learning and development



Get future fit. Fast.



Skills
2Procure



Whole of Government – Procurement and Contract Management Learning and Development

Build capability, ignite productivity and get that competitive advantage to deliver value with QUTeX.

Procurement and contract management professionals need a diverse array of technical and soft skills to deliver value across whole-of-life procurement processes while responding effectively to changing government environments and technological advances.

QUTeX is pleased to provide an innovative offering, to support the public procurement sector, in moving to a strategically focused approach in delivering a greater range of outcomes, to advance the government's economic environmental and social objectives for the long-term wellbeing of Queenslanders.

Want to find out more? [Click here](#) to submit an enquiry and we'll be in touch, or contact QUTeX on 07 3138 7733 or email qutex@qut.edu.au.

QUTeX Professional and Executive Education for the Real World | www.qut.edu.au/qutex

Why QUTeX?

Continuous learning can give your organisation all it needs in a fast-changing world.

QUTeX offers a flexible, affordable selection of Short Courses, Professional Development and Postgraduate Courses, all backed by the proven strength of a leading university, QUT.

Our purpose is to help you and your organisation not only survive but equip you to thrive.

QUTeX can help you and your team to extend existing skills, develop new skills, become more adaptable, more multi-disciplined and more valuable in the future.

Learning with us, you'll benefit from rigorously developed real world courses that draw on QUT's vast network of resources, research, experience and delivery.

That's why we say that with QUTeX, **you and your team get future fit. Fast.**

Partner with the best.

You'll partner with a quality provider consistently ranked by corporations and individual learners as one of Australia's Top 3 Business Schools.





We've got the experience.

QUTeX's partnerships with top organisations and government departments have made a real-world difference.

Our education is transdisciplinary.




We use the university's knowledge to make real world solutions.

Our approach

	eXplore	Partnerships begin with getting to know each other. We start by exploring your organisation and defining your unique challenges and goals. We assist you to know what you don't know.
	eXpand	Our expert facilitators and coaches co-deliver work-based blended learning experiences to change team and individual behaviours and make a difference in your organisation.
	eXecute	Our facilitators and coaches work closely with subject-matter experts to co-deliver and execute an educational solution that guides your team through a work-based blended, learning experience.
	eXamine	We debrief with you to evaluate your team's learning and how your business outcomes have been achieved.

Course Delivery

As participants in QUTeX courses, you and your team will benefit from technology-infused learning to bring the best of our on-campus experience into the online classroom. Whether you would prefer to study self-paced online, or in an engaging face-to-face environment, you and your team will enjoy the same real-world learning outcomes.

Online self-paced 	Quality online learning at a time and place determined by you.
Online classroom 	Quality online learning at a scheduled date and time, in a virtual classroom environment.
Brisbane classroom 	Learning delivered face-to-face in a classroom environment at our Executive Education Centre (EEC) in Brisbane and enriched with technology and digital design.

In some courses, learners may be required to attend events such as a learning intensive, assessment, practical or work placement at a physical site, to fulfill course and professional accreditation requirements.

What can I expect?

With QUTeX, you can tailor learning to your exact needs. Learn new frameworks of thinking while bringing your workplace challenges into the study using QUT's signature real world focus. We offer flexibility for learning journeys from single-unit professional development through to eligibility for advanced degree study. Depending on the type of course you choose the duration, mode of delivery, cost and outcomes will vary.

I want myself or my team to be introduced to new knowledge and skills

Type	Certification	Delivery	Duration	Cost
Short Courses Practical, real-world learning on a variety of industry-relevant topics that you can apply in your workplace, tomorrow.	Certificate of Professional Practice or QUTeX Blue Digital Badge	Online self-paced, online classroom, or face-to-face workshops	Up to 1 day (6.5 hours)	Up to \$880 per course
Fundamentals Short-format, online courses, designed to introduce you to the basics across a variety of topics.	Certificate of completion	Fully online, self-paced	Up to 10 hours	Up to \$150 per course

I want myself or my team to develop advanced application of knowledge and skills

Type	Certification	Delivery	Duration	Cost
Master Classes Intermediate level, real-world learning that you can apply in your workplace, tomorrow.	Certificate of Advanced Professional Practice or QUTeX Silver Digital Badge	Online self-paced, online classroom, or face-to-face workshops	Between 2-5 days	Up to \$2,700 per course

I want myself or my team to grow capability to lead the organisation

Type	Certification	Delivery	Duration	Cost
Micro Credentials Microcredentials deepen your understanding of a subject, with the opportunity to earn a professional or academic credential. They certify achievement in a specific area of study or professional development in a form that is shareable with peers, employers, and educational providers.	Award Recognised. 6 – 12 Credit Points per course awarded.	Online self-paced, online classroom, or face-to-face workshops	Up to 3 months	Varied
Award Courses Whether it's to reskill, upskill or to outskill, our leading postgraduate programs can help you make your mark. Our range of study options means that you could be on your way to a fresh qualification by studying online, after hours or in an intensive block mode, which can mean little interruption to your work schedule.	Graduate Certificate, Graduate Diploma, Masters Degree, or Doctoral Degree	Online self-paced, online classroom, or face-to-face workshops	Varied	Varied

Employer support

If you need internal approval, or you're hoping that your employer will cover the cost, you can [download this template](#) to explain your reasons for completing the course, and the value to the business.

Quality Credentials

The QUT Business School was the first business faculty in Australia to earn all three international accreditation symbols of excellence from the world's leading business school accrediting bodies; this is known as Triple Crown accreditation. QUTeX collaborates with corporate and government organisations to design and deliver customised leadership education and coaching programs.

The UK Financial Times Executive Education 2019 rankings includes the QUT Business School as one of only two Australian universities in the global top 100 university providers of customised executive education programs.

More recently, QUT has risen in the prestigious international rankings compiled by Times Higher Education (THE) to be equal 179th among the world's top 200 universities; and QUT Business School's MBA and EMBA have been ranked in the top 3 of the AFR BOSS MBA rankings.

Learning and Development Options

QUTeX Fundamentals

These modules are entirely online, via Blackboard, QUT's online learning platform. They are self-paced, with access to online learning materials for 3 months. You can start at any time. Access will be granted within 1 business day of registering.

Developing a Roadmap for Procurement Success

Understand where your procurement/supply team currently fits within your organisation.

Overview

In today's environment doing what you have always done - even if you do it very well - is no longer acceptable. Under pressure to contain costs and produce results despite challenging circumstances, you and your procurement/supply group should continually strive to improve your operation with a view to reshaping some (or all) of the function. That means challenging and improving the philosophies, methods and processes that will make your organisation see the procurement /supply function, as a key business partner.

Learning outcomes

At completion of this course you will be able to:

- Select and understand the key elements and foundations in designing a best practice procurement model to improve the efficiency and effectiveness of procurement/supply in your organisation.
- Demonstrate knowledge to identify the procurement environment your organisation fosters, whether reactive or strategic, and optimise your business practices to best suit this environment.
- Explain the important role procurement plays in influencing organisational strategy and operation, and develop effective strategies to improve procurement's positive influence on the organisation.
- Develop a road map with internal customers, providing methodologies to engage and segment key customers to clearly prove the value that procurement can bring to the end-to-end process.

Introduction to Contract Management

Develop your understanding of common approaches to managing a variety of agreements.

Overview

This course will develop your understanding of contract management within today's complex and dynamic business environment. Contracts form the basis of many business relationships and so effective contract management is vital to ensuring deliverables are met, maximising financial performance and decreasing risk. This course provides a practical guide to managing contracts through exploration of the contract lifecycle, from tendering and negotiating to managing risk and administering contracts. It introduces the notion of sustainable relationships with suppliers through better management of the tendering and selection process, understanding of IP management, monitoring supplier performance, managing risk and resolving disagreements more effectively.

Learning outcomes

At completion of this course you will be able to:

- Demonstrate knowledge to identify the key elements of contract establishment including sourcing, contract formation, commercial contracts and key contract terms.
- Explain the important role contract management plays in relationship and performance management, including issue management and disputes, also contract administration.
- Develop a continuous improvement approach to contract management at contract closure, with recording and reflection of the lessons learned during the contract, to help identify issues that can be avoided in future contracts.

Program Investment

Details	Standard Price	Panel Discount	Panel Price
 Ten-hour online, self-paced, course	\$132 inc GST Per Person	25%	\$99 inc GST Per Person
Options			
 Delivery for your team face-to-face	From \$16,100 Per Day For up to 35 people	30%	From \$10,900 Per Day For up to 35 people
 Virtual delivery for your team	From \$16,100 Per Six Hours For up to 35 people	30%	From \$10,900 Per Six Hours For up to 35 people
 QUTeX eXpert one-on-one coaching	\$550 ex GST Per Hour Bookings must be a minimum of three sessions	10%	\$495 ex GST Per Hour Bookings must be a minimum of 3 sessions
 QUTeX eXpert group coaching	\$1,200 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions	10%	\$1,080 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions

QUTeX Master Classes

These modules are entirely online, via Blackboard, QUT's online learning platform. They are self-paced, with access to online learning materials for 3 months. You can start at any time. Access will be granted within 1 business day of registering.

Project Management Processes and Practices

Gain the insights and skills which will allow you to build your project management capability

Overview

This module explores the fundamentals of project management and the key aspects of project control – scope, time, and cost. We will explore each of these in turn and consider their interaction on each other and the overall performance of the project.

We will define what a project is – and what project management is – as a distinct leadership and management methodology that is fundamentally different to more generic business management methodologies. You will consider how a project is defined – its scope – and how that early statement of project inclusions, exclusions and important parameters sets the basis against which we develop and deliver the project.

You will then move on to considerations of project time and how the various activities delivered as a part of the project relate to each other and dictate the overall project duration. In doing so, the concept of the critical path will be introduced. This is the path on which any delay to an activity will result in a delay to your project. While considering time and the schedule for the project, you will explore techniques for resource allocation to the schedule such that durations are representative of what needs to happen in practice.

We will consider project cost estimating techniques and the considerations a project manager must focus on before finally bringing time and cost together and exploring a commonly used technique to assess project schedule and cost performance, and estimate just how far over or under budget and how far over or under schedule the project is likely to be at completion.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- identifying the importance of a well-defined project scope and how rigorously controlled scopes are essential to successful project delivery;
- understanding that the delivery of a successful project requires the planning, integration and control of project cost and time;
- exploring components of project cost and various cost estimating techniques that can be used to develop an overall project cost estimate – or Estimate at Completion; and
- project scheduling techniques including network diagrams and Gantt charts including how to identify the critical path(s) and critical activities and determine overall project duration.

Leading Complex Projects

Improve your understanding of the role of the complex project manager who will lead high-performing project teams to deliver successful project outcomes

Overview

This module seeks to build upon your existing foundation of knowledge and skills to offer you the next level of thinking about project complexity and the competencies required to lead your team and your organisation. Project leadership goes beyond the mere mechanics of managing a project, such as building a work breakdown structure, defining schedules, managing risk or dealing with budgets. It calls for inspiring all players to accomplish the goals and objectives in a manner that meets or exceeds expectations.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- new knowledge and skills to lead complex projects, starting with understanding your own leadership style, and how you interact with others.
- understand complexity more effectively by comparing the difference between your approach in complicated project and complex project environments.
- unpacking the dimensions of complexity to better understand the environment and help leaders make more effective decisions.
- examining new competencies to navigate complex adaptive systems through the application of 'systems thinking' for more holistic decision-making.

Strategically Managing Project Risk

Develop techniques to effectively manage risk in complex project management environments

Overview

The competent manager must be able to distinguish risk in a range of cognitive heuristics and biases; and political factors can impair judgement and decision-making in complex projects and organisations. This course will develop your knowledge, conceptual frameworks, and techniques to effectively manage risk in a complex project management environment and to recognise and counter the cognitive biases, political factors and other factors which can impair complex project judgement and decision-making.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- accepted risk management practices (including risk identification, analysis, and treatment).
- the implications of systems thinking upon risk management in complex project management environments.
- understanding of organisational capability management maturity models for risk nature and impact of cognitive biases on judgement and decision making in complex projects.

Strategic Procurement

Develop an understanding of contemporary procurement practices

Overview

This course develops an understanding of contemporary procurement practices. It also builds an understanding of application of strategic procurement best practices and alignment to organisational objectives.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- procurement practices in the context of the operating environment.
- developing a road map for organisational procurement/supply chain success
- understanding the important role procurement plays in influencing organisational strategy and operation and develop effective strategies to improve procurement's positive influence on the organisation.
- managing customers and stakeholders within the procurement environment.

Sourcing and contracting strategies

Deliver outcomes through strategic procurement sourcing and contracting

Overview

Global complex projects and programs use many ways to deliver outcomes, including strategic procurement sourcing and contracting throughout the capability/program lifecycle. Complex project and program managers must be able to critically assess markets and appraise options for identifying and realising benefits from investments in strategic projects.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- accepted risk Management practices (including risk identification, analysis, and treatment)
- developing sourcing and contracting strategies, for domestic and international transactions.
- understanding of application of alternative strategies and contracting models, their influence on commercial partnering behaviour and impact on the delivery of outcomes.

IP Management for Procurement

Understand strategic options for managing and protecting IP effectively

Overview

This course develops understanding of the strategic options for identifying IP requirements, managing and protecting IP effectively throughout the program/project lifecycle. It will provide you with the knowledge and skills to be able appropriately manage, protect and commercially leverage intellectual property rights using recognised best practice for strategic procurement projects.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- understanding the role of, and best practice management of, IP in projects.
- how to apply contemporary best practices of strategic management of IP.
- Identifying the need for technical Data and associated IP Rights across the project lifecycle.
- how to leverage IP Rights in innovation and industry capability building.

Leadership of supplier relationships

Develop essential capabilities to sustain long-term strategic relationships

Overview

It is critical that program and project leaders develop essential capabilities in being able to identify, create, build, and sustain long-term strategic relationships built on trust to ensure the success of complex projects. This course is designed to develop essential leadership and relationship management capabilities that will enable you to select, develop, maintain, performance manage and secure contractual relationships between project partners.

Learning outcomes

At completion of this course you will have knowledge and skills in:

- understanding the range of supplier relationships and when each is most appropriate.
- applying contemporary supplier management techniques and approaches to the selection of the most appropriate procurement strategy.
- building and maintaining efficient and effective supplier relationships.

Program Investment

Details	Standard Price	Panel Discount	Panel Price
<p>Twenty-hour online, self-paced, course</p>	\$264 inc GST Per Person	25%	\$198 inc GST Per Person
Options			
<p>Delivery for your team face-to-face</p>	From \$16,100 Per Day For up to 35 people	30%	From \$10,900 Per Day For up to 35 people
<p>Virtual delivery for your team</p>	From \$16,100 Per Six Hours For up to 35 people	30%	From \$10,900 Per Six Hours For up to 35 people
<p>QUTeX eXpert one-on-one coaching</p>	\$550 ex GST Per Hour Bookings must be a minimum of three sessions	10%	\$495 ex GST Per Hour Bookings must be a minimum of 3 sessions
<p>QUTeX eXpert group coaching</p>	\$1,200 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions	10%	\$1,080 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions

QUTeX Corporate Bundles

As your partner in professional development and executive education, QUTeX can assist you to engage and improve your staff with flexibility and scale.

Through access to QUTeX's ever-growing catalogue of short courses and open programs, you can create a powerful learning investment plan that aligns with your organisation's goals and meets the specific capability development needs of your team.

With four corporate bundles to choose from, there is an impactful and affordable learning solution for every team or organisation. Each bundle provides additional course value on top of your base investment. It's a cost-effective and more manageable alternative to purchasing individual course seats. [Click here](#) to find out more.

<p>Platinum</p> <p>If you spend \$75,001 or more, you'll get an extra 25% in course value.</p>	<p>Gold</p> <p>If you spend \$50,001 - \$75,000, you'll get an extra 20% in course value.</p>	<p>Silver</p> <p>If you spend \$25,001 - \$50,000, you'll get an extra 15% in course value.</p>	<p>Bronze</p> <p>If you spend \$10,000 - \$25,000, you'll get an extra 10% in course value.</p>
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QUTeX Enterprise Leadership Program

Develop the confidence, frameworks and capability to understand complex environments and lead successful business outcomes with QUT's contemporary suite of professional development options for managers and aspiring leaders.

Enterprise Leadership Professional Development Modules are offered throughout the year, via a virtual classroom or a Brisbane classroom, so you can choose to take your next step in development at a time that's convenient for you or your team. This flexibility and versatility, allows you to target the specific topics that you believe will lead to advancement you are seeking. You can choose to complete as many or as few modules as you like. Plus, there is the option to have Enterprise Leadership Professional Development Modules delivered specifically for your team, at a time and location of your choosing.

How you learn

Each Professional Development Module allows you to target the areas of most relevance to you or your team and enables study in a way that brings your learning into the workplace context.

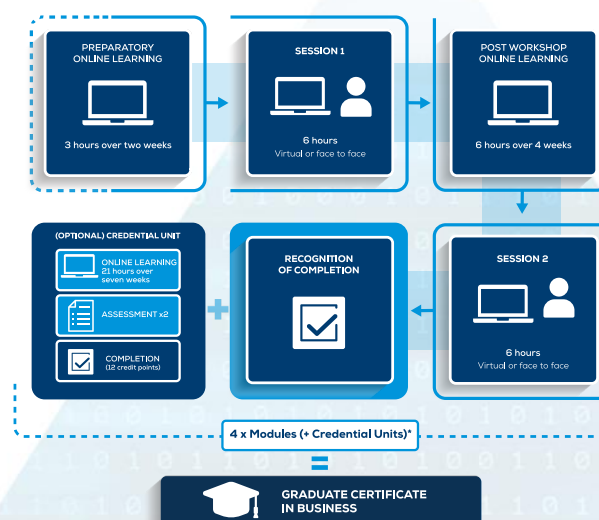
Recognising the time sensitivities of today's leaders, the program is delivered in an interactive, facilitator-led blended learning environment combining face-to-face workshops, workplace challenges and online learning.

Professional Development Modules

Each module is broken down into manageable sessions designed to accelerate the learning process through assorted learning activities:

(Optional) Credential Unit

Each Professional Development Module can be supplemented with an optional Credential - an online unit which can be used to pathway into QUT award programs. This provides the accreditation needed to go towards the completion of an MBA, Executive MBA, or a Graduate Certificate in Business.



*To attain this qualification, you must complete two CORE modules (Leading Self and Others, Actuating Strategic Innovation) plus any two ELECTIVE modules.

Enterprise Leadership Professional Development Modules

<p><i>Leading Self and Others (Core)</i> Learn personal leadership development strategies and techniques to build capacity in others and develop a strong and resilient team.</p>	<p><i>Actioning Strategic Innovation (Core)</i> Build your innovation toolkit to design, develop and implement initiatives in your organisation and build the capacity for innovation in others.</p>
<p><i>Managing Sourcing and Contracting</i> Understand the common types sourcing and contracting arrangements in complex projects and the key issues in structuring contracting so you can influence successful outcomes for your organisation.</p>	<p><i>Managing Strategic Risk</i> Develop the knowledge and techniques to effectively manage risk in a complex project using systems thinking and risk analytics for better decision making and better outcomes.</p>
<p><i>Leading in the Government Context</i> Learn to drive public value in your role as a public purpose leader, by developing the enterprise skills of critical thinking, policy analysis and collaborative working.</p>	<p><i>Stewarding Public Funds</i> Develop the right financial capabilities to make informed financial decisions. Learn to assess the financial health of projects and initiatives to achieve better outcomes for your organisation.</p>
<p><i>Leading Strategic Initiatives</i> Successfully lead major change projects and new organisational initiatives in your workplace.</p>	<p><i>Delivering Complex Policy</i> Gain the skills of policy development, learning logic and analysis, stakeholder engagement and implementation of policy in complex and contested environments.</p>
<p><i>Data and Information Literacy</i> Learn to analyse and communicate data effectively to quantify organisational risks and opportunities, persuade decision makers and make evidence-based decisions for management issues.</p>	<p><i>Leading Ethical Organisations</i> Create organisational architecture that builds a culture of integrity using real world strategic that acknowledge complex organisations and institutions.</p>
<p><i>Managing Stakeholder Relationships</i> Mitigate risk, along business goals and achieve best outcomes for everyone with a strategic approach to your engagement with stakeholders.</p>	<p><i>Communicating for Results</i> Adapt to the changing workplace with the skills for communicating direction and vision as a leader using key communication elements and strategies.</p>
<p><i>Leading for High Performance</i> Build a performance culture to meet today's global business demands so your team can achieve the next level of excellence.</p>	<p><i>Managing Talent and Succession</i> Develop the skills to implement effective enterprise talent management strategies, including attraction, recruitment, performance leadership, recognition and retention.</p>
<p><i>Systems Thinking for Leaders</i> Develop systems thinking skills that enable leaders and managers to work with others on the complex, multi-faceted business problems of today and tomorrow.</p>	<p><i>Leader as Coach</i> Develop the best of contemporary coaching conversation practice to build the capability of your team and your organisation.</p>

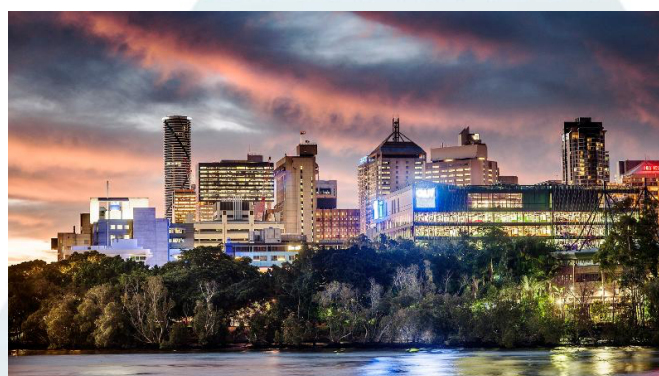
Program Investment

Details	Standard Price	Panel Discount	Panel Price
 Professional Development Module	\$1,950 ex GST Per Person	25%	\$1,462 ex GST Per Person
Options			
 Delivery for your team face-to-face	From \$36,000 Per Module For up to 35 people	20%	From \$28,800 Per Module For up to 35 people
 Virtual delivery for your team	From \$36,000 Per Module For up to 35 people	20%	From \$28,800 Per Module For up to 35 people
 QUTeX eXpert one-on-one coaching	\$550 ex GST Per Hour Bookings must be a minimum of three sessions	10%	\$495 ex GST Per Hour Bookings must be a minimum of 3 sessions
 QUTeX eXpert group coaching	\$1,200 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions	10%	\$1,080 ex GST Per Hour Teams of up to 10 Bookings must be a minimum of two sessions

Program Logistics

Location

We can run any of our training programs in your facilities or ours. QUT's Executive Education Centre (EEC) offers state of the art facilities specifically designed for corporate client engagement and education. However, we can of course run the program, or part of the program, at your location or at other suitable venues if that's preferred. A venue fee applies for the use of QUT facilities.





QUTeX Professional and Executive Education

qutex@qut.edu.au
www.qut.edu.au/qutex

Brisbane:
QUT Gardens Point
2 George Street
Brisbane QLD 4000
P: 07 3138 5323

Canberra:
QUT Canberra Executive Education Centre
2 King Street
Deakin ACT 2600
P: 02 6198 3098

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