Haward Technology Middle East

COURSE OVERVIEW CM0172
Certified Professional Contract Manager (CPCM)
(NCMA-CPCM Exam Preparation Training)

Course Title
Certified Professional Contract Manager (CPCM) *(NCMA-CPCM Exam Preparation Training)*

Course Date/Venue
November 02-06, 2025/Board Room 2, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road

Course Reference
CM0172

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Professional Contract Manager (CPCM). It covers contract management framework and its objective, life cycle, stakeholders and organizational influences; the professional organization, code of ethics, body of knowledge, research activities and credentialing body; the specialized knowledge areas in architect-engineer services and construction, category management, earned value management, information technology etc.; and the CMBOK purpose, structure and competency system.

During this interactive course, participants will learn the importance, development and intent of contract management standard; the leadership, competence, character, collaboration, emotional intelligence and vision; the business management, change management, financial management, project management, risk management and supply chain management; the guiding principles competency, skills and roles, contract principles, standards of conduct, regulatory compliance and situational assessment; and the pre-award life cycle phase, award life cycle phase and post-award life cycle phase.

Course Objectives

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

- Get prepared for the next CPCM Exam and have enough knowledge and skills to pass such exam in order to get the Certified Professional in Contract Manager from the National Contract Management Association (NCMA)

- Discuss contract management framework covering its objective, life cycle, stakeholders and organizational influences

- Review professional organization, code of ethics, body of knowledge, research activities and credentialing body

- Recognize specialized knowledge areas in architect-engineer services and construction, category management, earned value management, information technology, etc.

- Explain CMBOK purpose, structure and competency system as well as the importance, development and intent of contract management standard

- Carryout leadership, competence, character, collaboration, emotional intelligence and vision

- Apply business management, change management, financial management, project management, risk management and supply chain management

- Discuss the guiding principles competency covering skills and roles, contract principles, standards of conduct, regulatory compliance and situational assessment

- Illustrate pre-award life cycle phase, award life cycle phase and post-award life cycle phase

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 conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of Certified Professional Contract Management (CPCM) for contract managers, administrators, procurement officers, project managers, legal and compliance professionals, business owners and entrepreneurs, finance and accounting professionals, supply chain and logistics professionals, consultants and advisors, government officials and public sector employees and those who are involved in managing contracts across industries.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

- Bachelor's Degree
- Degrees from outside the United States must be evaluated by an independent third party, such as World Education Services, Scholaro, Credit Eval, Info Check USA, or SpanTran
- Five years of work experience in the contract management or related field
- A minimum of 120 hours of CPE/CLP

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® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US$ 780 per Delegate + **VAT**.

Accommodation

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

NCMA-CPCM Certificate(s)

(1) NCMA-CPCM certificates will be issued to participants who have successfully passed the NCMA-CPCM examination.

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

- 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.

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:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM, PMI-ATP, is a **Senior Project & Management Consultant** with almost **50 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project Planning & Delegating**, **Risk, Budgeting & Cost Management** in Projects, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Leading People & Change**, Embracing Innovation Culture **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, Techniques for **Coaching & Mentoring**, Strategies for Setting Annual Goals, **Monitoring Progress & Evaluation Performance**, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Authorized Training Partners** (**PMI-ATP**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops 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:   ***Sunday, 02nd of November 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	***The Contract Management Framework*** *What is the Objective of Contract Management? • What is a Contract? • Contract Life Cycle • Contract Stakeholders • Organizational Influences • Environmental Trends • Implications of Current and Future Business Requirements • Performance Metrics • Strengthening Technical Competencies*
0930 – 0945	*Break*
0945 – 1100	***Contract Management as a Profession*** *Professional Organization • Code of Ethics • Body of Knowledge • Research Activities • Credentialing Body*
1100 – 1230	***Specialized Knowledge Areas*** *Architect-Engineer Services and Construction • Category Management • Earned Value Management • Information Technology • International Contract Management*
1230 – 1245	*Break*
1245 – 1420	***Specialized Knowledge Areas (cont'd)*** *Major Systems • Research and Development (R&D) • Sustainable Procurement • Other Specialized Skill Areas*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*End of Day One*

Day 2:   ***Monday, 03rd of November 2025***

0730 – 0930	***Contract Management Body of Knowledge (CMBOK) Overview*** *Purpose • The CMBOK Structure • CMBOK Competency System*
0930 – 0945	*Break*
0945 – 1100	***The Contract Management Standard™ (CMS™): Its Importance, Development & Intent*** *What is a "Standard" and Why is it Needed? • What is the Value of the CMS™? • What is the Significance of ANSI Reaffirmation? • How Does ANSI-Reaffirmed CMS™ Help Professional Development? • Will Reaffirmation of the CMS™ Affect the Certification Program?*
1100 – 1230	***The Contract Management Standard™ (CMS™): Its Importance, Development & Intent (cont'd)*** *What is the Problem the CMS™ is Intended to Solve? • Who Should Use the CMS™? • What Gives NCMA the Standing to Develop and Maintain the CMS™? • Why is the CMS™ Important? • How Was the CMS™ Developed and What Gives it Credibility?*
1230 – 1245	*Break*

	The Contract Management Standard™ (CMS™): Its Importance, Development & Intent (cont'd)
1245 – 1420	*How Were the Members of the SCB Selected? • What is the Intent of the Contract Management Standard? • What is the CMS™ Not Intended to Do? • In Addition to ANSI Reaffirmation, What Major Content Changes Were Made from Edition 2 of the CMS™ to Edition 3? • What is the Difference Between the CMS™ and the CMBOK?*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*End of Day Two*

Day 3: **Tuesday, 04th of November 2025**

0730 – 0930	**Leadership Competency** *Leadership • Competence • Character*
0930 – 0945	*Break*
0945 – 1100	**Leadership Competency (cont'd)** *Collaboration • Emotional Intelligence • Vision*
1100 – 1230	**Management Competency** *Management • Business Management • Change Management • Financial Management*
1230 – 1245	*Break*
1245 – 1420	**Management Competency (cont'd)** *Project Management • Risk Management • Supply Chain Management*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*End of Day Three*

Day 4: **Wednesday, 05th of November 2025**

0730 – 0930	**Guiding Principles Competency** *Guiding Principles • Skills and Roles • Contract Principles • Standards of Conduct*
0930 – 0945	*Break*
0945 – 1100	**Guiding Principles Competency (cont'd)** *Regulatory Compliance • Situational Assessment • Team Dynamics • Communication and Documentation*
1100 – 1230	**Pre-Award Life Cycle Phase** *Pre-Award Domain A: Develop Solicitation • Plan Solicitation • Requesting Offers Domain B: Develop Offer*
1230 – 1245	*Break*
1245 – 1420	**Pre-Award Life Cycle Phase (cont'd)** *Plan Sales • Prepare Offer*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*End of Day Four*

Day 5:   **Thursday, 06th of November 2025**

0730 – 0930	*Award Life Cycle Phase* *Award Domain C: Form Contract • Analyze Price of Cost*
0930 – 0945	*Break*
0945 – 1100	*Award Life Cycle Phase (cont'd)* *Plan Negotiations • Select Source • Manage Disagreements*
1100 – 1230	*Post-Award Life Cycle Phase* *Post-Award Domain D: Perform Contract • Administer Contract • Ensure Quality • Manage Subcontracts*
1230 – 1245	*Break*
1245 - 1345	*Post-Award Life Cycle Phase (cont'd)* *Manage Changes Domain E: Close Contract • Close Out Contract*
1345 – 1400	*Course Conclusion* *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*End of Course*

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 60 days following the course completion. Each participant has only one trial for the MOCK exam within this 60-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.
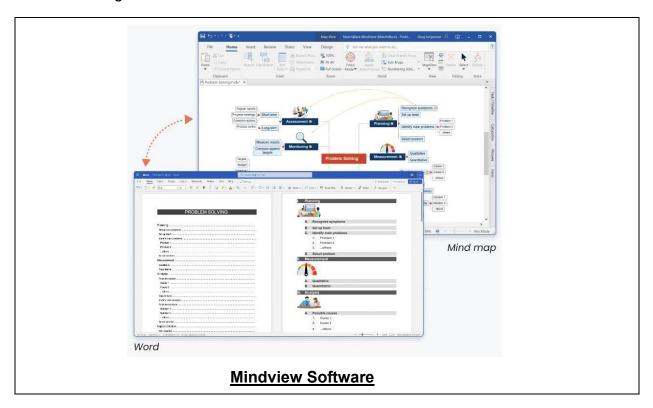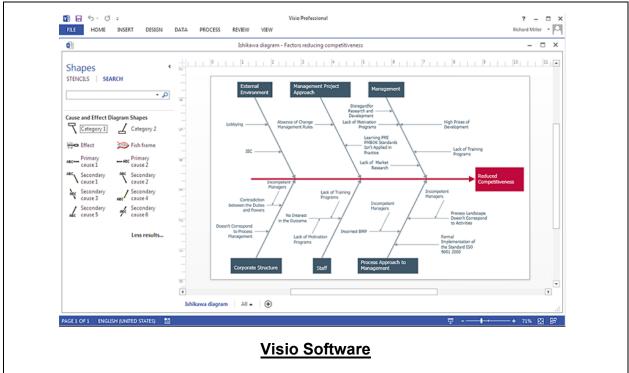
Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Visio Software".

Mind map

Word

Mindview Software

Visio Software

Course Coordinator

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