

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

Course Title

Certified Professional in Contract Manager (CPCM) (NCMA-CPCM Exam Preparation Training)

Course Date/Venue

June 30-July 04, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference

CM0172

Course Duration/Credits

Five days/2.75 CEUs/27.5 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



This course is designed to provide participants with a detailed and up-to-date overview of Certified Professional in Contract Manager (CPCM). It covers the oral and written communication techniques, effective listening, self-awareness, team leadership and customer relationship management (CRM) techniques; the networking techniques, decision-making, critical-thinking, conflict management and succession planning; the financial statements and principles of budgeting, economics and marketing; the life cycle management, change management and financial management; and the project management, risk analysis, mitigation strategies and supply chain management.



Further, the course will also discuss the team roles and responsibilities; the organizational regulations, codes, policies and procedures; the elements of planning, market research techniques and tools and lifecycle management; the types of contracts, other contracts, agreements and arrangements and methods to solicit offers; the elements of a proposal package, proposal evaluation factors and owner-provided property; and the contract negotiation strategies and tactics as well as proposal evaluation techniques.

During this interactive course, participants will learn the price and cost analysis, contract format methods and documentation techniques to mitigate risk; the types of contract changes, elements of a subcontract package, subcontract management techniques, legal dispute resolution and alternate dispute resolution methods; the forms of contract termination, quality management principles, types of audits and contract close-out procedures; the career planning and development, professional development techniques, goal setting and skills gap analysis; the SWOT analysis, knowledge transfer evaluation techniques and life balance tools and techniques; and the innovation development and implementation techniques.

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)
- Apply oral and written communication techniques, effective listening, self-awareness, team leadership and customer relationship management (CRM) techniques
- Carryout networking techniques, decision-making, critical-thinking, conflict management and succession planning
- Analyze financial statements and discuss the principles of budgeting, economics and marketing
- Illustrate life cycle management, change management, financial management, project management, risk analysis and mitigation strategies and supply chain management
- Define team roles and responsibilities and discuss organizational regulations, codes, policies and procedures
- Identify the elements of planning and apply market research techniques and tools and lifecycle management
- Recognize the types of contracts, other contracts, agreements and arrangements and methods to solicit offers
- Discuss the elements of a proposal package, proposal evaluation factors and owner-provided property
- Apply contract negotiation strategies and tactics as well as proposal evaluation techniques
- Carryout price and cost analysis, contract format methods and documentation techniques to mitigate risk
- Identify types of contract changes, elements of a subcontract package, subcontract management techniques, legal dispute resolution and alternate dispute resolution methods
- Recognize the forms of contract termination, quality management principles, types of audits and contract close-out procedures
- Apply career planning and development, professional development techniques, goal setting and skills gap analysis
- Employ SWOT analysis, knowledge transfer evaluation techniques, life balance tools and techniques and innovation development and implementation techniques

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 in 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 (see our Continuing Professional Education (CPE) Guide for details)

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

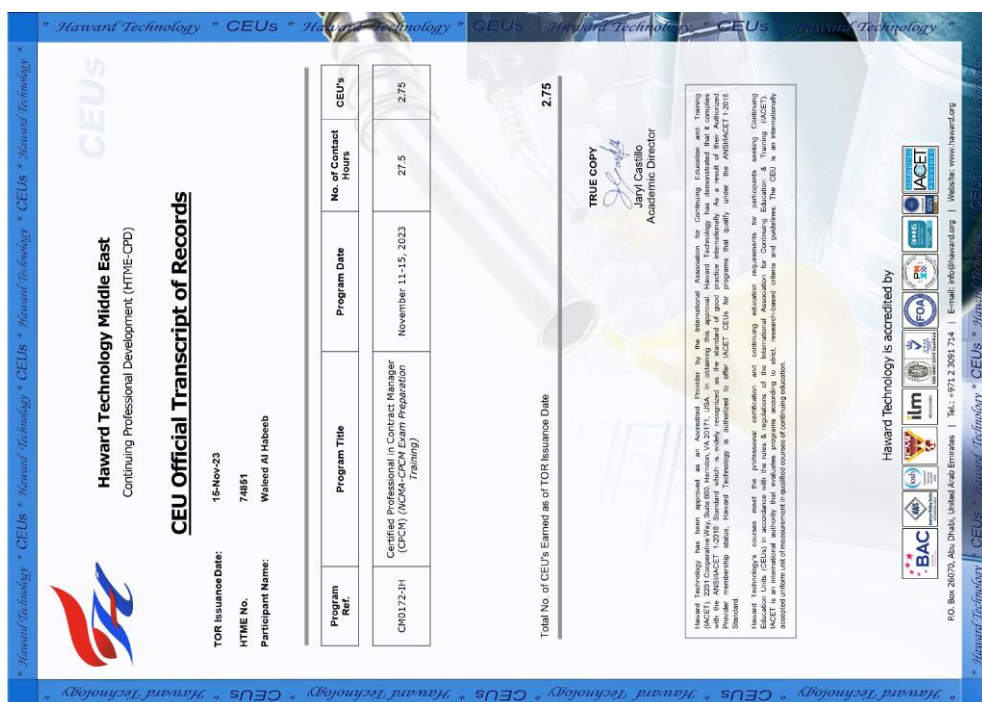
US\$ 475 per Delegate + **VAT**.

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

Certificates are accredited by the following international accreditation organizations: -

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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.

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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 **2.75 CEUs** (Continuing Education Units) or **27.5 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 (HDCEP) & 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: Monday, 30th of June 2025

0800 – 0830	Registration & Coffee
0830 - 0845	Welcome & Introduction
0845 – 0900	PRE-TEST
0900 – 0930	Leadership Oral and Written Communication Techniques • Effective Listening Techniques • Self-Awareness Techniques • Team Leadership Techniques • Customer Relationship Management (CRM) Techniques
0930 – 0945	Break
0945 – 1200	Leadership (cont'd) Networking Techniques • Decision-Making Techniques • Critical-Thinking Techniques • Conflict Management Techniques • Succession Planning Techniques
1200 - 1300	Lunch
1300 - 1440	Management Management Tools and Techniques • Generally Accepted Accounting Principles • Analysis of Financial Statements
1440 – 1415	Break
1415 – 1450	Management (cont'd) Principles of Budgeting • Principles of Economics • Principles of Marketing
1450 – 1500	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
1500	End of Day One

Day 2: Tuesday, 01st of July 2025

0800 - 0930	Management (cont'd) Life Cycle Management • Change Management Strategies • Principles of Financial Management • Principles of Project Management • Risk Analysis and Mitigation Strategies • Principles of Supply Chain Management
0930 – 0945	Break
0945 – 1200	Guiding Principles Defining Team Roles and Responsibilities • Problem-Solving Techniques • Strategic Planning and Execution • Forms of Legal Relationships
1200 - 1300	Lunch
1300 – 1400	Guiding Principles (cont'd) Organizational Regulations, Codes, Policies, and Procedures • Professional Standards of Conduct and Codes of Ethics • Classes of Agents • Basis of Authority of Agents to Act
1400 – 1415	Break
1415 – 1450	Guiding Principles (cont'd) Contract Law • Contract Funding Laws, Policies, and Procedures • Intellectual Property
1450 – 1500	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
1500	End of Day Two



Day 3: Wednesday, 02nd of July 2025

0800 – 0930	Pre-Award Requirements Identification Techniques • Elements of Planning • Market Research Techniques and Tools • Lifecycle Management
0930 – 0945	Break
0945 – 1200	Pre-Award (cont'd) Performance-Based Acquisition • Unique Organizational Pre-Award Practices • Electronic Contracting Tools • Organizational and Personal Conflict of Interest Identification and Mitigation Strategies
1200 - 1300	Lunch
1300 - 1400	Pre-Award (cont'd) Types of Contracts • Other Contracts, Agreements, and Arrangements • Methods to Solicit Offers • Contract Incentives
1400 – 1415	Break
1415 – 1450	Pre-Award (cont'd) Contract Financing Options • Legal Entity Structures • Elements of a Solicitation Package
1450 – 1500	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
1500	End of Day Three

Day 4: Thursday, 03rd of July 2025

0800 - 0930	Pre-Award (cont'd) Elements of a Proposal Package • Proposal Evaluation Factors • Owner-Provided Property
0930 – 0945	Break
0945 – 1200	Award Contract Negotiation Strategies and Tactics • Proposal Evaluation Techniques • Unique Organizational Award Practices • Pricing and Payments
1200 - 1300	Lunch
1300 – 1400	Award (cont'd) Price and Cost Analysis • Contract Format Methods • Documentation Techniques to Mitigate Risk
1400 – 1415	Break
1415 – 1450	Post-Award Types of Contract Changes • Contract Change Management • Elements of a Subcontract Package • Subcontract Management Techniques • Legal Dispute Resolution • Alternate Dispute Resolution Methods
1450 – 1500	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: Friday, 04th of July 2025

0800 – 0930	Post-Award (cont'd) <i>Forms of Contract Termination • Unique Organizational Post-Award Practices • Inspection and Acceptance • Quality Assurance Principles</i>
0930 – 0945	<i>Break</i>
0945 – 1200	Post-Award (cont'd) <i>Quality Management Principles • Types of Audits • Contract Close-Out Procedures</i>
1200 – 1300	<i>Lunch</i>
1300 – 1330	Learn <i>Career Planning and Development • Professional Development Techniques • Goal Setting • Skills Gap Analysis • Developing a Learning Organization</i>
1330 – 1345	<i>Break</i>
1345 - 1415	Learn (cont'd) <i>SWOT Analysis • Knowledge Transfer Evaluation Techniques • Life Balance Tools and Techniques • Innovation Development and Implementation Techniques</i>
1415 - 1430	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1430 - 1445	POST-TEST
1445 – 1500	<i>Presentation of Course Certificates</i>
1500	<i>End of Course</i>

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 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-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