



Seatag Offshore Limited Course Outline

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C-2113 – CCBT – Management Courses

OUTSOURCING & COMPETITIVE TENDERING

COURSE AIM

Focuses on the detailed process that must be put in place inside the outsourcing organization before invitations to tender are invited from service providers. It also gives direct guidance on how to manage , measure and monitor the relationship over the long term.

LEARNING OUTCOME

1. Identify the four stages of the outsourcing cycle (Prepare, Organize, Implement and Review)
2. Understand all of the preparation steps that are necessary to even consider outsourcing as a possible objective
3. Appreciate the effort and detailed work that needs to go into defining how an outsourcing relationship will operate
4. Learn how to set up performance contracts that are clear and flexible enough to ensure the process works well tors combine to affect the relative financial health of an organization (good and bad)

COURSE CONTENT

1. How to form a task team
2. Defining the scope
3. Evaluating current environment
4. Determining risks and outcomes
5. Calling bids and tenders
6. Clarifying issues and responsibilities
7. Agreeing the performance contract
8. Negotiating the relationship
9. Transferring the responsibility
10. Monitoring, measuring and managing
11. Jointly post-auditing and reviewing

TARGET AUDIENCE

Individuals, supervisors or managers who are involved in or are actively considering outsourcing as an option

COURSE DURATION

The course is designed as a full day workshop, inclusive of training, practical exercises and competency assessments.