



Commercial Awareness Basic level training – 1 Day

Office/Administration

Agenda

9.00 – 9.15	Introduction/Thoughts, objectives for the day.
9.15 – 9.45	Definition of Commerce
9.45 – 10.45	Requirements of a Contract
10.45 – 12.00	Construction of a Contract
12.00 – 13.00	Sales & Purchase Orders (Committing the Company)
13.00 – 14.00	Lunch
14.00 – 14.30	Producing Proposals/Quotes
14.30 – 15.15	Basic Accounting Principals
15.15 – 16.00	Estimating/ Pricing/ Risk
16.00 – 16.30	Approvals Procedures
16.30 – 17.00	Wash up/Close

This document and its content are copyright of NDO Consultants Ltd