

## **Intermediate level training – 1 Day (these could be expanded into 2 day courses)**

### **Agenda A (Technical Staff)**

- 9.00 – 9.15 Introduction/Thoughts, objectives for the day
- 9.15 – 9.30 Definition of Commerce
- 9.30 – 11.00 Requirements of a Contract/Construction of a Contract
- 11.00 – 12.00 Internal & External Interfaces including:  
(Committing the Company)  
(Approvals Process)  
(Negotiation)
- 12.00 – 13.00 Lunch
- 13.00 - 14.30 Business Planning including;  
(Market Development)  
(P.E.S.T. Analysis)  
(S.W.O.T. Analysis)  
(Proposal Development)
- 14.30 – 16.30 Project & Programme Control including:  
(Specifications)  
(Work Breakdown Structures/Programme Networks)  
(Earned Value)  
(Risk Analysis & Management)
- 16.30 – 17.15 Wash up/Close.

### **Agenda B (Non-technical Staff)**

- 9.00 – 9.15 Introduction/Thoughts, objectives for the day
- 9.15 – 9.30 Definition of Commerce
- 9.30 – 10.30 Legal Principles including:  
(How law is developed)  
(Types of Law)  
(Contract Law)
- 10.30 – 11.15 Financial Principles including;  
(sales, purchase & cash accounting)  
(Trading/Profit & Loss/Balance Sheet)
- 11.15 – 12.00 Estimating/Pricing
- 12.00 – 13.00 Lunch
- 13.00 – 14.00 Project & Programme Control including;  
(Specifications)  
(Cost Collection Systems)  
(Earned Value)  
(Risk Analysis & Management)
- 14.00 – 16.30 Business Planning including;  
(Market Development)  
(P.E.S.T. Analysis)  
(S.W.O.T Analysis)  
(Developing a Marketing Plan)
- 16.30 – 17.15 Wash up/Close