

# Understanding the IACCM CCM Learning and Certification Program

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## **Non-Profit Membership Organization**

- 60,000+ Members
- Across 175+ Countries
- With Focus on Training, Benchmarking, Research and Networking since 1999

## **Our Vision**

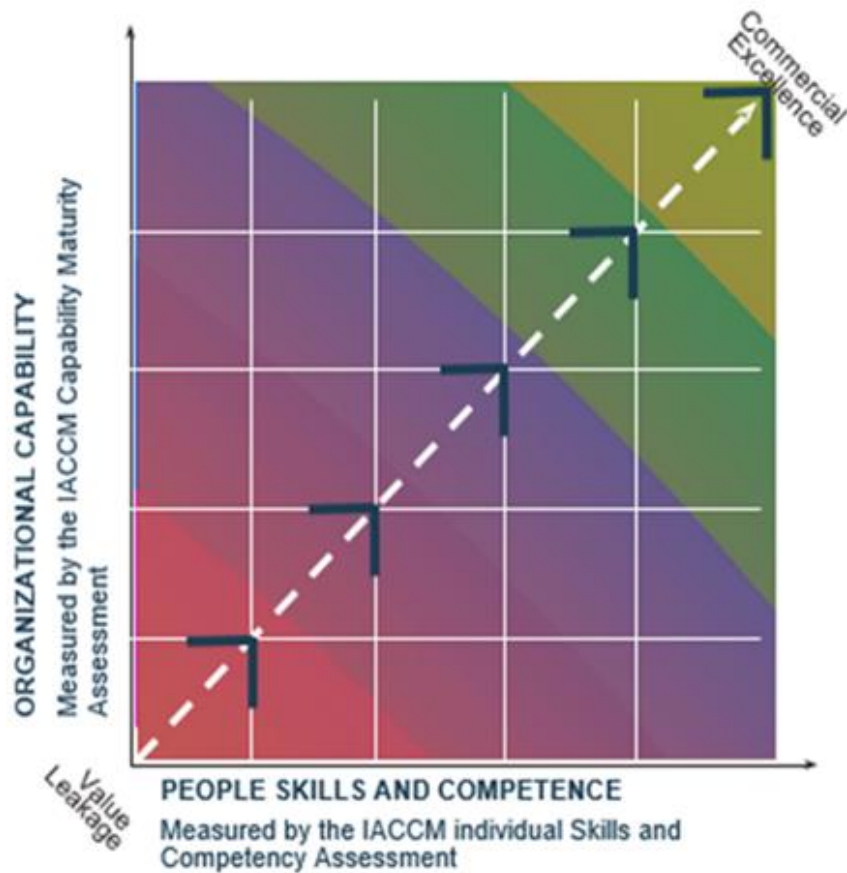
A world where all trading relationships deliver social and economic benefit.

## **Our Purpose**

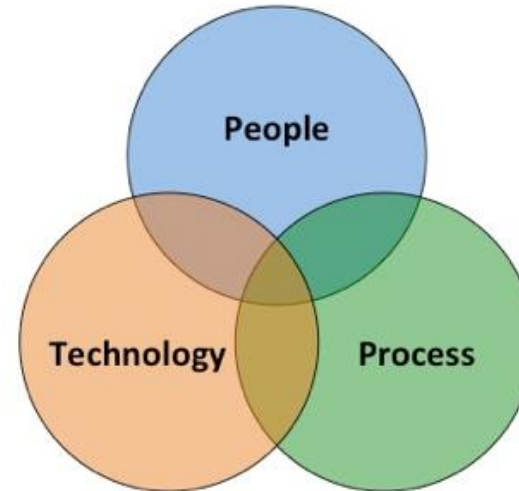
Dedicated to raising the quality and integrity of trading relationships



# Driving Commercial Excellence



IACCM research suggests that poor contracting practices lead to value leakage of **~9%\*** of a company's **revenue** on average.



\* From IACCM Ten Pitfalls to Avoid In Contracting

# Our Offerings



## LEARNING

MOOC  
FUNDAMENTALS  
CCM  
SRM  
NEGOTIATION  
BESPOKE/CUSTOM



## ADVISORY

CONTRACT  
BENCHMARKING  
CONTRACT DESIGN  
CAPABILITY MATURITY  
ASSESSMENT  
CORPORATE SKILLS  
ASSESSMENT  
RELATIONAL  
WORKSHOPS  
COMMERCIAL  
TRANSFORMATION



## EVENTS

WEBINARS  
MEMBER MEETINGS  
ROUNDTABLES  
CONFERENCES  
INNOVATION AWARD  
CEREMONIES  
NETWORKING



## RESEARCH

RESEARCH FORUM  
REGULAR  
BESPOKE

# CCM Certification Training

# Question 1

- How important is training and certification to you?
  - Very important
  - Important
  - Not important
  - Haven't thought about it

# Question 2

- How important is a training and certification to your organization?
  - Very important
  - Important
  - Not important
  - Don't know

# Agenda



- Why this program?
- Steps to certification
- Curriculum
- Certification Requirements
- Pricing



# Why this program?



## Employers

- Confirm and benchmark employer credentials
- Make a visible commitment to employee growth and excellence
- Provide positive benefit for new hires and support employee retention
- Achieve a compelling return on investment from improved performance
- Enhance functional status and influence through unique reporting and competitive insight

## Individuals

- Achieve only internationally recognized professional CCM certification
- Gain detailed knowledge of leading commercial practices
- Demonstrate your commitment to excellence and world class standards
- Validate current and expand your Contract and Commercial Management (CCM) knowledge
  - Buy and Sell side

Validated by over 20,000+ participants to date

# Commercial and Contract Management (CCM) IACCM Learning and Certification Program

- Self Paced and Internet Based
- 12 month license to access the system
- Complete within 4 - 6 months (you have 12 months)
- 1 – 3 hours per week commitment
- Self Assessment to ascertain level
- Community message boards for knowledge sharing
- Professional Certification upon successful completion
- Curriculum continuously reviewed and improved
- Historical numbers:
  - 10+ years of skill assessment & certification
  - 20,000+ participants
  - 200+ corporate programs

# The Certification level descriptions



## CCM Associate (Fundamentals Course) – standalone

- A person tangential to contracts who after taking the Fundamentals program obtains a basic understanding of the principles of contract and commercial management.

## CCM Practitioner

- Works in a early career level commitment management role and is developing a solid understanding of contracting principles and techniques. Works in an operational role with occasional supervision and has some autonomy.

## CCM Advanced Practitioner

- Experience practitioner with a higher degree of autonomy. Experience with a variety of contracts and commercial initiatives and has obtained advanced operational techniques. Often has significant authorization levels.

## CCM Expert

- A trusted advisor and senior practitioner who takes the lead on the most complex cases, often of strategic organizational significance. Frequently directs or champions the professional function in the business.

# CCM Associate **Fundamentals** Curriculum



Module	Description
<b>1. Introduction</b>	Introduces the topic of contract and commercial relationships and why the skill sets associated with this function are so critical for organizations. It also outlines the connection between the course participants' functions and the business benefits of effective Contract Management
<b>2. Essentials of Contract &amp; Commercial Management</b>	Covers the basic understanding of the form and purpose of a contract and the core principles associated with it: offer, acceptance and consideration. It explores the legal basics, pricing, payment and negotiation. It describes the five phases of contract management .
<b>3. Initiate</b>	This unit outlines the different levels of commercial relationship, from commodity through to trusted adviser, and explains how to understand the customer's perspective from a sell-side viewpoint.
<b>4. Bid</b>	This Module describes how customers develop requirements and highlights the common pitfalls they face. It goes on to outline the Request for Information (RFI) and provides guidance on initial evaluation of opportunities.
<b>5. Develop 1: Preliminary Agreements and the Basic Elements of Contracts</b>	This Module outlines preliminary agreements such as Non-Disclosure Agreements, Memorandum of Understanding and Letters of Intent and identifies the key issues associated with each. It then describes the essential components of good contracts.
<b>6. Develop 2: Characteristics of Different Types of Contract</b>	This section looks at the different types of contracts available from simple to complex: it reviews contracts for goods and services, licenses and leases, agreements with agents and distributors and finally complex agreements.
<b>7. Negotiate</b>	This Module explains the different types of negotiation strategy and style, how to plan for negotiations and avoid the common pitfalls. It includes an assessment of the terms that are most commonly negotiated.
<b>8. Manage 1: Transition &amp; Change</b>	This Module provides an overview of the contract management activities relating to transition and change. It explains the process of transition after contract signature to a new operational service, focusing on the role of the contract manager.
<b>9. Manage 2: Operations</b>	This Module provides an overview of the operational contract management activities. It focuses on day-to-day operational activities including using KPIs, delivery, invoicing, benchmarking and other regular management activities.

# CCM Practitioner Curriculum (for CCMP)



INITIATE	BID	DEVELOP	NEGOTIATE	MANAGE
C&CM Introduction	RFI, RFP, RFQ	Contract and Relationship Types	Negotiation Planning, Overview and Objectives	Implementation and Communication
Contract Administration	Responding to RFPs	Terms and Conditions Overview	Framing, Strategy and Goals	Monitoring and Performance Management
Requirements Definition	Bid Process and Rules	Partnerships, Alliances and Distribution	Negotiation Styles	Contract Change Management
Cost Benefit Analysis	The Influence of Laws on the Bid Process	SOW / SLA Production	Negotiation Techniques	Dispute Handling and Resolution
Sourcing Options	Evaluation Criteria	Drafting Guidelines and Considerations	Tactics, Tricks and Lessons Learned	Contract Close Out
Undertaking a Terms Audit	Stakeholder Management	Other Strategic Considerations	Pricing and Financial Considerations	
Cost Identification	Understanding Markets and Opportunities			

# CCM **Advanced Practitioner** Curriculum (for CCMAP)



PERSONAL / INTERPERSONAL SKILLS	BUSINESS ACUMEN	TECHNICAL	
<b>INTRODUCTORY MODULE ON COMMERCIAL EXCELLENCE</b>			
CCM Leadership and Becoming a Trusted Advisor	Top Ten Pitfalls to Avoid in Contracting	Managing and Mitigating Cost and Risk	Industries and Contract Types
Negotiating	Communication Visualization and Design	International Trading	Agile Contracting and Managing Change
Customer Relationship Management (CRM)	Benchmarking – Part 1 Benchmarking – Part 2	Intellectual Property	Creating a Contract Management Plan
Supplier Relationship Management (SRM)	Simplification of Contracts and Processes, including Streamlining Contracting	Relational and Outcome-based Contracting	Interactive Case Study: Complex Relationship
Cross-Cultural Effectiveness in Trading Relationships	Government Contracting / Public Procurement	Governance and Standards	Using Technology to Become More Effective
Interactive Case Study: Negotiation	Advanced Financial Considerations	Outsourcing Strategies and Tools	
	Third Party Channels	Competition and Anti-trust	
	Ethics, Compliance and Sustainability	Drafting Operational Terms	
	Interactive Case Study: Workgroup Analysis		

- All Expert candidates must first successfully complete the Advanced Curriculum and CCMAP requirements and be approved for progress to the Expert Level.
- Certification is then based on successful submission and board review of a business case study.
- Interview and at least 3 mentoring sessions are provided.

# Certification Requirements



- **CCM Associate (Fundamentals Course) – standalone**
  - Module tests – 80% pass score
  - 45 Minute Final exam – 45 Multiple Choice Questions – 70% pass score
  - achieves Certificate of Completion of Fundamentals curriculum
- **CCM Practitioner (CCMP)**
  - Self-Assessment Scores validated at Practitioner Level
  - Practitioner Curriculum Modules Test – 80% pass score
  - Final 2 hour exam – 120 Multiple Choice Questions – 70% pass score
  - 5 Message Board postings
- **CCM Advanced Practitioner (CCMAP)**
  - Self-Assessment Scores validated at Advanced Practitioner Level
  - Advanced Practitioner Curriculum Modules Test – 80% pass score
  - Final 2 hour exam – 109 Multiple Choice Questions – 80% pass score
  - 5 Message Board postings
- **CCM Expert (CCME)**
  - Candidate must have achieved Advanced Practitioner
  - In person interview to qualify for the course
  - Identifying a Business Case, developing Business case with at least 3 mentoring sessions provided
  - Preparing a presentation to a 3 member Executive panel



# Pricing



## Certification program (individual or corporate program)

- Associate – Fundamentals program - \$395 (Takes approximately 3 months)
- Practitioner CCM - \$800 per person (Takes Approximately 4 – 6 months)
- Advanced Practitioner CCMAP - \$800 per person (Approximately 4 – 6 months)
- Expert - \$800 per person (must have completed Advanced Practitioner certification)

*\*All learning program licenses are for one year/12 months*

*\*Additional \$200 for Membership fee of IACCM Members portal*

**Corporate programs have a one-time set up fee of \$1,500 for Portal setup and administration**



Online demo & questions