

Course Overview:

This highly interactive Effective Sub-Contractor Management training course will ensure that delegates understand how sub-contractor management will fit in the Asset Management context - how to select the right sub-contractor and contract type which suits your sourcing strategy and how to manage and monitor the results. Further, topics such as risk management, safety-health-environment aspects, partnerships, negotiating, people management (winning the hearts of the people) and applying contracts in a complex project environment will be considered in this training course. Delegates will have the opportunity to discuss the existing contracts used in the organization. Through a combination of formal lectures and group work, delegates will leave the training course with the tools to make contracts and contract management highly effective.

Course Objective:

At the end of this training course, you will learn to:

- Explain the basic elements of effective Sub-Contractor management and its position within asset management
- Evaluate bids and proposals and choose the right contractor
- Identify, evaluate and manage the risks involved (SHE, performance)
- Manage & monitor the Sub-Contractor performance in an innovative way
- Develop and negotiate contracts
- Manage Performance Measurement, Evaluation, and Quality Management
- Manage performance of procurement processes for continuous improvement

Course Outline:

SUB-CONTRACTOR MANAGEMENT BASICS

- Overview of Sub-Contractor Management
- How does it relate to Asset Management?
- (Out)Sourcing Strategies
- Risks Involved –Risk Management & SHE aspects
- Grounding the Maintenance Contract with a Risk Based Maintenance concept –how to keep that knowledge in-house?

CONTRACT TYPES FOR MAINTENANCE & TECHNICAL PROJECTS

- Contracts –Basic Types
- Contracts –Complex Types
- Procurement Aspects
- Choosing the Right Contractor
- Monitoring & Managing Sub-Contractor Performance

DEVELOPING THE CONTRACT

- The Contracting Cycle
- Requirements / Service Levels, RAMS Aspects(Reliability Availability Maintainability Safety)
- Writing the Contract
- Periodic Evaluation & Continuous Improvement –Vendor Management
- Partnerships

PEOPLE MANAGEMENT & NEGOTIATION ASPECTS

- Implementing Contract Management

Training Language:

English-Arabic

Training Methodology:

This training seminar will be conducted along interactive workshop principles. There will be a variance of lectures and practical exercises. Experiences from different areas will be discussed. There will be many opportunities for discussion and sharing experiences.

- How to Make It Work by Influencing the Behavior of People
- Negotiating the Contract
- Negotiation Ploys
- Negotiation Tactics & Tips

FINAL WORKSHOP

In a very interactive workshop, all major topics of this training seminar will be highlighted and practiced in groups. Major topics will be:

- Requirements / Service Levels –defining what you want
- Tendering Process
- Sub-Contractor Selection
- Sub-Contractor Management –measuring & managing the performance
- Negotiation
- Evaluation

Who Should Attend:

This training program is suitable to a wide range of professionals but will greatly benefit:

- Project Management Professionals
- Operations & Maintenance Professionals
- Reliability, Asset & Plant Professionals
- All Professionals involved in Sub-Contractor Management
- Production & Continuous Improvement Professionals
- Contract Management Teams
- Facility Management Teams
- Shutdown and Turnaround Management Teams
- Anyone who wishes to update themselves on Sub-Contractor Management
- All Professionals negotiating, managing and verifying contracts in Engineering Projects