Mastering Contractor Management: A 1-Week Intensive Course

2027 □□□□□ 29 – 25
Accra (Ghana)



Mastering Contractor Management: A 1-Week Intensive Course

Ref: 20222888_219725 Location: Accra (Ghana) Fees: 4200 GBP

Course Description

This intensive 1-week course equips participants with essential skills for effective contractor management. Covering the entire contractor lifecycle, from selection to performance evaluation, attendees will learn best practices for optimizing project outcomes, mitigating risks, and fostering productive relationships with contractors.

Learning Objectives

- Develop a comprehensive understanding of the contractor management process
- Master techniques for selecting and evaluating contractors
- Learn strategies for effective contract negotiation and administration
- Understand risk management and compliance in contractor relationships
- Acquire skills for performance monitoring and quality assurance
- Explore methods for fostering positive contractor relationships

Course Modules

Day 1: Foundations of Contractor Management

- Introduction to contractor management principles
- Legal and regulatory framework
- Contractor selection process
- Pre-qualification and bidding procedures

Day 2: Contract Development and Negotiation

- Types of contracts and their applications
- Key contract terms and conditions
- Negotiation strategies and techniques
- Risk allocation and mitigation in contracts

Day 3: Contractor Onboarding and Management

- Effective onboarding procedures
- Setting performance expectations
- Communication and reporting protocols
- Managing contractor personnel and resources



Day 4: Performance Monitoring and Quality Assurance

- Establishing KPIs and performance metrics
- Quality control and assurance techniques
- Managing non-compliance and underperformance
- Continuous improvement strategies

Day 5: Risk Management and Relationship Building

- Identifying and mitigating contractor-related risks
- Conflict resolution and dispute management
- Fostering collaborative relationships
- Contract closeout and lessons learned

Practical Wins for Participants

- Develop a comprehensive contractor management plan
- Create effective contractor performance evaluation tools
- Implement risk mitigation strategies for contractor relationships
- Establish a framework for continuous improvement in contractor management

