



Consulting and Training | Reach New Heights

Course Name

Contract and Vendor Management

Sector Name

Procurement & Supply Chain Operations

Document Type

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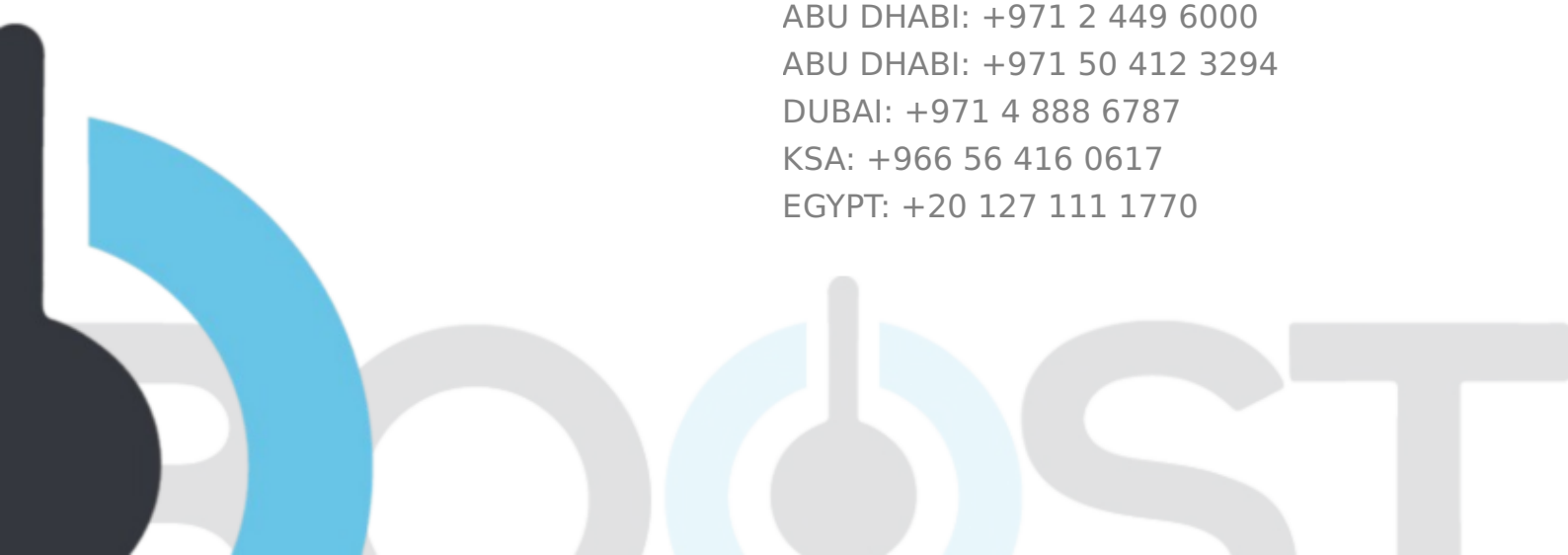
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Contract and Vendor Management

Course Introduction

Effective contract and vendor management is essential for ensuring value for money, controlling risk, and maintaining strong, sustainable supplier relationships. As organizations increasingly rely on external vendors and complex contractual arrangements, the ability to manage contracts beyond signature—through execution, monitoring, and closure—has become a critical professional skill.

The Contract and Vendor Management course is designed for professionals who already have basic exposure to contracts, procurement, or vendor interactions and are ready to advance their capabilities to an intermediate level. Within **BOOST**, this program focuses on strengthening participants' understanding of how contracts and vendor relationships are managed throughout their lifecycle to support organizational objectives and performance.

The course emphasizes practical approaches to contract administration, vendor performance management, risk mitigation, and relationship governance. Participants explore how to align contractual terms with operational realities, manage supplier obligations, address issues proactively, and ensure compliance with contractual and organizational requirements.

By combining structured frameworks with real-world application, this program equips participants with the skills and confidence needed to manage contracts and vendors effectively, reduce disputes, enhance supplier performance, and contribute to stronger commercial outcomes.

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Contract and Vendor Management

Target Audience

- ✓ Contract and commercial managers
- ✓ Procurement and sourcing professionals
- ✓ Vendor and supplier relationship managers
- ✓ Project managers overseeing contracted services
- ✓ Operations and facilities managers
- ✓ Finance and compliance professionals supporting contracts
- ✓ Public and private sector professionals dealing with vendors

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Contract and Vendor Management

Learning Objectives

- ✓ Understand the role of contract and vendor management in organizational success
- ✓ Manage contracts across their full lifecycle
- ✓ Apply best practices in vendor and supplier relationship management
- ✓ Monitor vendor performance and contractual compliance
- ✓ Identify and mitigate contractual and vendor-related risks
- ✓ Handle contract variations, renewals, and terminations effectively
- ✓ Improve collaboration with vendors while protecting organizational interests
- ✓ Support value delivery and accountability in contractual arrangements

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Contract and Vendor Management

Course Outline

✓ Day 01

Foundations of Contract and Vendor Management

- ✓ Role of contracts and vendors in organizational operations
- ✓ Contract lifecycle overview
- ✓ Key stakeholders in contract and vendor management
- ✓ Differences between contract management and procurement
- ✓ Common challenges in managing vendors and contracts
- ✓ Governance and accountability principles

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Contract and Vendor Management

Course Outline

✓ Day 02

Contract Administration and Compliance

- ✓ Understanding contract terms and obligations
- ✓ Contract documentation and record management
- ✓ Monitoring compliance with contractual requirements
- ✓ Managing deliverables, milestones, and service levels
- ✓ Handling non-compliance and contractual issues
- ✓ Change control and contract variations

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Contract and Vendor Management

Course Outline

✓ Day 03

Vendor Performance and Relationship Management

- ✓ Vendor performance management concepts
- ✓ Key performance indicators (KPIs) and service level agreements (SLAs)
- ✓ Monitoring, reporting, and performance reviews
- ✓ Managing supplier relationships and communication
- ✓ Resolving performance issues and disputes
- ✓ Building long-term, value-based vendor relationships

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Contract and Vendor Management

Course Outline

✓ Day 04

Risk, Commercial, and Financial Aspects

- ✓ Identifying contractual and vendor-related risks
- ✓ Commercial risk allocation and responsibilities
- ✓ Managing financial exposure and cost control
- ✓ Contract renewals, extensions, and renegotiations
- ✓ Termination, exit management, and handover
- ✓ Avoiding disputes and claims

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Course Outline

✓ Day 05

Governance, Improvement, and Best Practices

- ✓ Contract and vendor governance frameworks
- ✓ Roles of management, legal, and finance in oversight
- ✓ Audits, reviews, and continuous improvement
- ✓ Lessons learned from contract and vendor failures
- ✓ Integrating contract management into organizational strategy
- ✓ Developing a contract and vendor management action plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
June 7, 2027	June 11, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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