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Course Name

Contractor Management Best Practices

Sector Name

Project & Contract Management

Document Type

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Contractor Management Best Practices

Course Introduction

Contractors play a critical role in delivering specialized services, maintenance activities, construction projects, and operational support across many organizations. However, managing contractors effectively requires more than awarding contracts—it demands structured processes to ensure competency, compliance, safety, quality, communication, and performance throughout the execution of the work. Organizations that adopt best practices in contractor management can reduce operational risks, improve project outcomes, strengthen regulatory compliance, and build productive working relationships with contractors while protecting organizational assets and reputation.

Designed by **Boost Consulting & Training**, this comprehensive program provides participants with the knowledge, practical methodologies, and best international practices required to effectively manage contractors throughout the entire engagement process. Participants will learn how to assess contractor capabilities, coordinate work execution, monitor compliance, manage contractor performance, address operational risks, and implement governance practices that ensure safe, efficient, and high-quality contractor operations.

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Contractor Management Best Practices

Target Audience

✓ Contract Managers

✓ Project Managers

✓ Facilities and Maintenance Managers

✓ General Services Professionals

✓ HSE Professionals

✓ Engineers and Supervisors responsible for contractor oversight

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Learning Objectives

- ✓ Understand the principles and best practices of contractor management.
- ✓ Establish effective contractor selection and mobilization processes.
- ✓ Coordinate contractor activities while ensuring operational efficiency and safety.
- ✓ Monitor contractor compliance, quality, and performance.
- ✓ Manage contractor-related risks and operational challenges.
- ✓ Develop governance practices that support long-term contractor excellence and accountability.

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Course Outline

✓ Day 01

Preparing Contractors for Successful Engagement

Contractor Management Framework

- ✓ Understanding contractor roles and responsibilities
- ✓ Defining contractor categories and engagement models
- ✓ Establishing contractor management policies

Contractor Qualification & Mobilization

- ✓ Competency assessment and prequalification
- ✓ Site induction and onboarding requirements
- ✓ Mobilization planning and work readiness

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Course Outline

✓ Day 02

Coordinating Contractor Activities

Work Planning and Coordination

- ✓ Work scheduling and resource coordination
- ✓ Interface management between contractors and internal teams
- ✓ Communication channels and reporting structures

Work Permit & Site Control

- ✓ Permit-to-Work systems
- ✓ Site access management
- ✓ Supervising contractor activities in operational environments

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Course Outline

✓ Day 03

Managing Safe and High-Quality Execution

Contractor Safety Management

- ✓ HSE responsibilities and compliance
- ✓ Hazard identification and risk control
- ✓ Incident reporting and corrective actions

Quality Assurance in Contractor Work

- ✓ Inspection and quality verification
- ✓ Managing defects and non-conformities
- ✓ Ensuring compliance with technical specifications

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Course Outline

✓ Day 04

Performance Evaluation and Contractor Development

Measuring Contractor Performance

- ✓ Contractor scorecards and KPIs
- ✓ Productivity, quality, and safety performance reviews
- ✓ Performance feedback meetings

Building Long-Term Contractor Capability

- ✓ Corrective action and improvement plans
- ✓ Contractor competency development
- ✓ Recognition and performance incentives

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Course Outline

✓ Day 05

Contractor Governance & Operational Excellence

Contractor Compliance & Governance

- ✓ Contractor audits and compliance monitoring
- ✓ Documentation, records, and accountability
- ✓ Ethical practices and regulatory compliance

Future-Ready Contractor Management

- ✓ Digital contractor management platforms
- ✓ AI and predictive analytics for contractor performance
- ✓ Developing a contractor management strategy that supports operational excellence and business resilience

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 $	UAE , Abu Dhabi

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