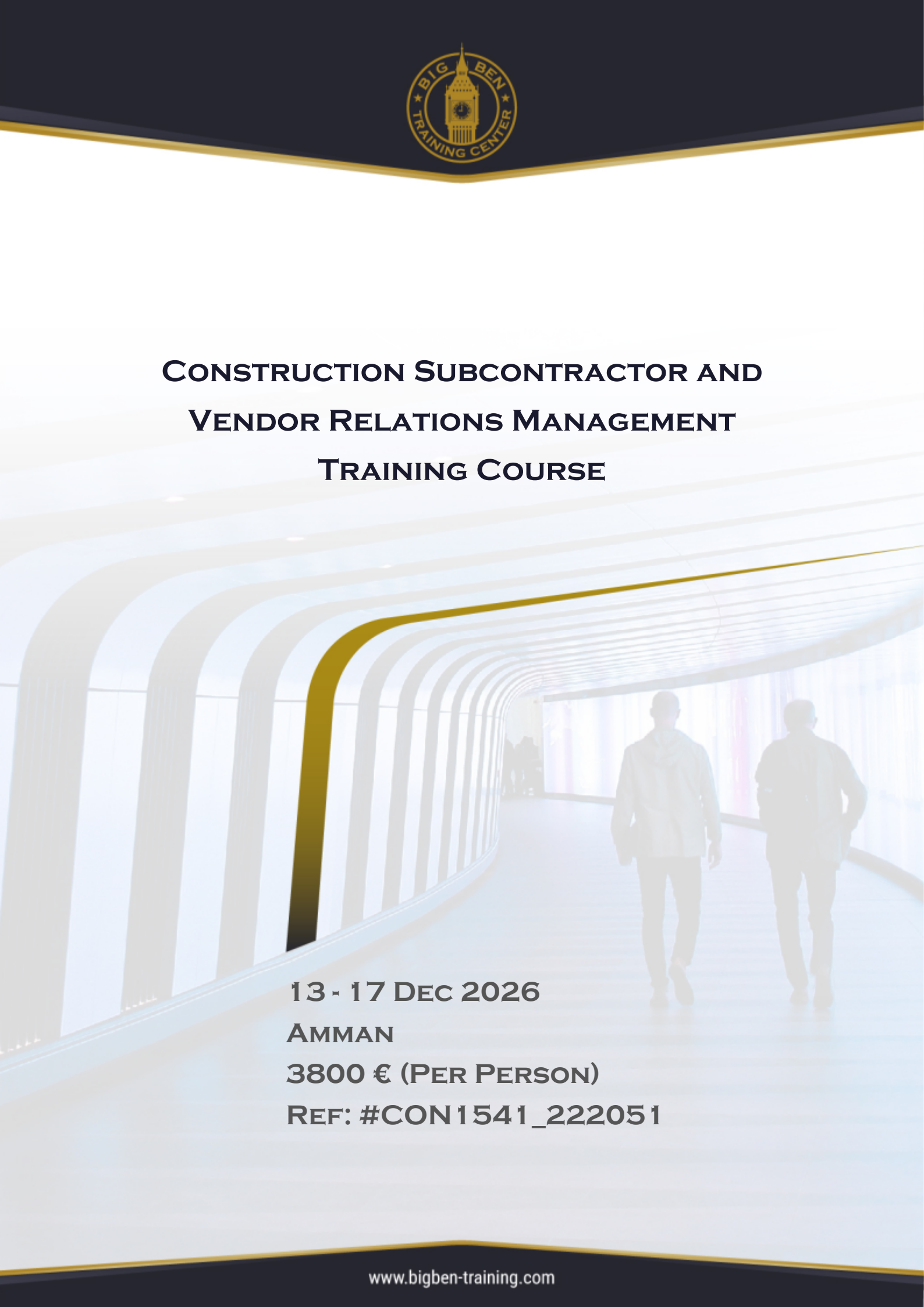
Construction Subcontractor and Vendor Relations Management Training Course



13 - 17 Dec 2026

Amman

3800 € (Per Person)

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Course Introduction / Overview:

Effective subcontractor and vendor management is the cornerstone of successful project delivery in the complex and fast-paced construction industry. This comprehensive course provides a holistic framework for mastering the entire lifecycle of subcontractor and vendor relations, from initial selection and procurement to final project closeout. It moves beyond basic administrative tasks to instill a strategic mindset focused on building collaborative partnerships, mitigating risks, and maximizing value throughout the construction supply chain. As highlighted by industry experts like Peter S. Fewings in his work "Construction Project Management: An Integrated Approach", the integration of third-party contractors is a critical success factor that demands specialized skills. This program, offered by BIG BEN Training Center, is meticulously designed to equip participants with the practical tools and advanced techniques needed to navigate complex contract negotiations, manage performance effectively, and resolve disputes proactively. By blending theoretical principles with real-world case studies, this training ensures that professionals can optimize their procurement strategies, enhance project outcomes, and secure a significant competitive advantage in the market.

Target Audience / This training course is suitable for:

- Project Managers and Project Engineers.
- Construction Managers and Site Supervisors.
- Contract Administrators and Managers.
- Procurement and Purchasing Professionals.
- Quantity Surveyors and Cost Engineers.
- Commercial Managers.
- Supply Chain and Logistics Coordinators.
- Legal Counsel involved in construction projects.
- Business owners of general contracting firms.

Target Sectors and Industries:

- General and Specialized Construction.
- Real Estate and Property Development.
- Infrastructure and Civil Engineering Projects.
- Oil and Gas Sector.
- Energy and Utilities.
- Governmental agencies and Public Works departments.
- Manufacturing and Industrial Plant Construction.
- Telecommunications Infrastructure Development.

Target Organizations Departments:

- Project Management Office (PMO).
- Procurement and Purchasing Department.
- Contracts and Legal Department.
- Operations and Site Management.
- Finance and Accounting.
- Commercial and Business Development.
- Quality Assurance and Quality Control (QA/QC).
- Health, Safety, and Environment (HSE).

Course Offerings:

By the end of this course, the participants will have able to:

- Develop robust subcontractor prequalification and selection criteria.
- Master the art of negotiating construction contracts and service level agreements.
- Implement effective performance monitoring and evaluation systems for vendors.
- Manage contract administration, including change orders and payment processing.
- Identify and mitigate potential risks associated with subcontractors.
- Foster strong, collaborative, and long-term vendor relationships.
- Apply best practices for dispute resolution and conflict management.
- Ensure subcontractor compliance with safety, quality, and regulatory standards.
- Execute a smooth and comprehensive project closeout process with all third parties.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and practical, ensuring that participants can immediately apply their learning in a professional context. We move beyond traditional lectures to create an immersive learning environment built on a foundation of real-world application. The course heavily utilizes case studies drawn from actual construction projects, allowing participants to analyze complex scenarios, dissect challenges in subcontractor management, and debate effective solutions. Group discussions and collaborative workshops encourage the sharing of experiences and perspectives, fostering a deeper understanding of the material. Role-playing exercises, particularly in areas like contract negotiation and dispute resolution, provide a safe space to practice and refine critical interpersonal skills. Participants will also engage in practical activities such as developing vendor performance scorecards and drafting key contract clauses. Continuous feedback from the instructor and peers is integrated throughout the program, ensuring a dynamic and supportive learning journey that bridges theory with tangible, on-the-job competence.

Course Agenda (Course Units):

Unit One: Foundations of Subcontractor and Vendor Management

- The strategic role of subcontractors in modern construction projects.
- Understanding the construction supply chain and its key players.
- Legal and regulatory frameworks governing subcontracting.
- Defining the roles and responsibilities of all parties involved.
- The complete procurement lifecycle from planning to closeout.
- Ethical considerations in vendor selection and management.
- Key terminology and concepts in contract management.

Unit Two: Prequalification, Sourcing, and Selection

- Developing a comprehensive subcontractor prequalification process.
- Establishing clear and objective selection criteria.
- Crafting effective Requests for Proposals (RFPs) and Quotations (RFQs).
- Techniques for conducting thorough due diligence on potential vendors.
- Evaluating bids based on cost, quality, experience, and risk.
- Best practices for conducting pre-award meetings and site visits.
- Finalizing the selection and awarding the contract.

Unit Three: Contract Negotiation and Administration

- Fundamentals of construction contract law.
- Analyzing and understanding key contract clauses.
- Strategies for effective contract negotiation.
- Managing and documenting change orders and variations.
- Administering payment schedules, applications, and certifications.
- The importance of lien waivers and releases.
- Maintaining meticulous records and documentation throughout the project.

Unit Four: Performance and Relationship Management

- Establishing Key Performance Indicators (KPIs) for subcontractors.
- Implementing a system for regular performance monitoring and reporting.
- Conducting effective progress meetings and performance reviews.
- Strategies for building collaborative and trust-based relationships.
- Managing communication protocols and information flow.
- Ensuring subcontractor compliance with safety and quality standards.
- Proactive problem-solving and issue escalation procedures.

Unit Five: Risk, Disputes, and Project Closeout

- Identifying, assessing, and mitigating subcontractor-related risks.
- Understanding insurance, bonding, and indemnity requirements.
- Common sources of disputes and early warning signs.
- Techniques for conflict resolution, including negotiation and mediation.
- Managing contract termination and subcontractor replacement.
- The formal process for project and contract closeout.
- Conducting post-project reviews and capturing lessons learned.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an industry increasingly reliant on specialized subcontractors, how can a general contractor balance the need for rigorous cost control with the imperative of fostering long-term, collaborative vendor partnerships that drive innovation and quality?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by offering a holistic, 360-degree perspective on subcontractor and vendor management, integrating the critical legal, financial, and operational dimensions into a single, cohesive curriculum. Unlike programs that focus narrowly on either contract law or procurement tactics, this training addresses the entire lifecycle of the vendor relationship, from strategic sourcing and rigorous prequalification to collaborative performance management and seamless project closeout. Its core strength lies in its practical, real-world approach. We move beyond abstract theories to immerse participants in complex case studies, negotiation simulations, and risk assessment exercises drawn from actual construction projects. This emphasis on experiential learning ensures that participants do not just learn the "what" and "why" but also master the "how." The curriculum is designed to cultivate a strategic mindset, teaching professionals to view subcontractors not merely as suppliers, but as vital partners in risk mitigation, quality assurance, and overall project success. The focus is on building sustainable, value-driven relationships rather than engaging in purely transactional interactions.