

# Managing Contractors

**Duration:** 5 Days

**Language:** en

**Course Code:** PO1-130

## Objective

Upon completion of this course, participants will be able to:

- Understand the importance of managing contractors within an organisation.
- Identify the organisation’s legal responsibility for managing contractors.
- Investigate previous work and monitor current performance to understand the contractor’s skills and competencies.

- Implement risk management plans and transfer risks to contractors in a legal manner.
- Comprehend the different aspects of a service contract and how to create one effectively.
- Assess all steps and processes within contractor management.
- Maintain health and safety in alignment with relevant health and safety and employment regulations.
- Engage in open communication with contractors and settle disputes as they arise.

## Audience

This course is designed for anyone responsible for creating contracts or managing contractors. It would be most beneficial for:

- Facilities Managers
- Contractors and Sub-contractors
- HSE Officers
- Risk Analysts
- Procurement Managers
- Legal Advisors
- Operations Managers
- HR Personnel

## Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review real-world examples of service contracts to highlight key features discussed within the contract and how these are relayed into the physical service being provided.
They will use a variety of learning methods to ensure a full understanding of the taught content. Through a combination of presentations, video materials, group discussions, and practical activities, the participants will be granted full opportunities to develop their knowledge, demonstrate any relevant practical skills, and even receive constructive feedback from their peers.

## Summary

Any organisation that needs to outsource contractors to conduct an internal service should thoroughly understand how to manage them correctly and relevant contracts. Effectively managing contractors ensures that the expected service can be completed within a reasonable time and for an acceptable price.
Establishing the contracts themselves should be a major focus of managing contractors. Service contracts must be structured and formatted easily, and all service specifications, terms and conditions, and the tender process must be detailed. These factors guarantee that the contractor can deliver their service with minimal confusion or delays.
As contractors conduct the service, employers must monitor their progress to ensure deadlines can be reached and that everything matches the discussed budget. Issues and disputes may arise during the service, and so these must be quickly addressed and settled to prevent further downtime or delays.

## Course Content & Outline

**Section 1: Introduction to Contractors**

- Defining what a contractor is and their necessity within an organisation.
- Exploring what skills are typical of a contractor, common competencies, and responsibilities.
- Identify the different types of contractors and their specialities – carpenters, electricians, and general contractors.
- Understanding the importance of hiring a competent contractor and the consequences of poor service.

**Section 2: Selecting the Right Contractor**

- How to find the right contractor for the job.
- Establishing the service's goals and objectives and recognising what type of contractor would best suit the job.
- Utilising different methods and platforms to search for the ideal contractor.
- Select a handful of individuals, investigate their portfolios, read reviews, and establish a direct line of communication.
- Ensuring the contractor can complete the service within the organisation’s budget.

**Section 3: Creating the Contract**

- Assessing all service contracts is understandable by all parties through the language used, the formatting and the structure.
- Detailing all service specifications ensures the job can be fully completed as the organisation desires.

- Setting terms and conditions of the service.
- Understanding the tender process and structuring pricing schedules.
- Common mistakes to avoid when drafting a service contract.

**Section 4: Health and Safety**

- Analysing health and safety regulations and statutory duties as an employer to ensure full compliance.
- Discuss liability within the contract and understand when the organisation or the contractor is at fault.
- Enforcing the contract.
- Conducting risk assessments and establishing a risk management plan to minimise potential risk occurrences.

**Section 5: Managing Contractors in Practice**

- Engaging in open communication between the employer and contractor to guarantee a full understanding of the expected service.
- Monitoring progress closely to ensure deadlines can be met.
- Settling disputes as they arise to prevent a delay in service progress.
- Make adjustments to contracts, payments, and expectations as necessary.

## Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

## Categories

Consultation & Services, Human Resources Management (HRM), Procurement, Warehouse,

Logistics & Supply Chain

## Tags

Contractors, contract management, Contracting

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Become a contract management expert—master legal nuances, strategy, and collaboration to align goals, reduce risks, and build a successful career.

## YouTube Video

https://www.youtube.com/embed/J87jkt1Dzu0?si=TqAz93cUiNeQ-oT0