Training Course on Managing Vendor Qualification, Performance and Contract Compliance

Professional Development Training Course Outline

Category	Development	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's competitive and risk-sensitive supply chain environment, ensuring vendor compliance, maintaining contract integrity, and optimizing supplier performance are non-negotiable. Organizations must adopt rigorous processes to qualify vendors, monitor performance, and ensure ongoing compliance with contract terms. Training Course on Managing Vendor Qualification, Performance & Contract Compliance offers deep insights into vendor lifecycle management, empowering professionals to safeguard their business interests while driving continuous improvement across the supply chain.

With global sourcing, regulatory mandates, and digital transformation shaping procurement strategies, this course bridges operational excellence with strategic vendor governance. Participants will learn how to align vendor objectives with organizational goals, deploy tools for performance evaluation, and navigate contract complexities using industry best practices and data-driven insights.

Programme Curriculum

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Course Objectives

1. Understand the vendor qualification process and regulatory compliance standards.
2. Identify and apply performance measurement metrics for supplier assessment.
3. Learn to develop and implement vendor risk management strategies.
4. Analyze the lifecycle of supplier relationship management (SRM).
5. Gain expertise in contract management best practices.
6. Understand the role of digital procurement tools in managing vendors.
7. Build a framework for third-party risk compliance.
8. Implement effective vendor onboarding processes.
9. Use data analytics to evaluate and improve vendor performance.
10. Address non-compliance and corrective actions.
11. Craft and execute service level agreements (SLAs) and KPIs.
12. Ensure ethical sourcing and compliance with ESG mandates.
13. Mitigate financial, legal, and reputational risks through contract governance.

Target Audience:

1. Procurement Managers
2. Supply Chain Professionals
3. Contract Administrators
4. Compliance Officers
5. Vendor Relationship Managers
6. Risk Management Teams
7. Procurement Analysts
8. Operations and Legal Professionals

Course Duration: 10 days

Course Modules

Module 1: Introduction to Vendor Management

- Vendor lifecycle overview
- Key challenges in vendor governance
- Compliance vs. performance

- Importance of strategic sourcing
- Role of procurement in vendor control

Module 2: Vendor Qualification Essentials

- Pre-qualification criteria
- Compliance with legal and industry standards
- Evaluation scorecards
- Supplier due diligence
- Approval and rejection protocols

Module 3: Contract Lifecycle Management

- Drafting compliant contracts
- Contract repository systems
- Key contract terms to monitor
- Review and renewal strategies
- Contract termination conditions

Module 4: SLA & KPI Development

- SLA structure and importance
- Choosing measurable KPIs
- Aligning KPIs with business goals
- SLA vs. SOW
- Monitoring and reporting SLA breaches

Module 5: Performance Monitoring Tools

- Vendor scorecards
- Balanced scorecard approach
- Data visualization dashboards
- Regular review meetings
- Performance improvement plans (PIPs)

Module 6: Risk Identification & Mitigation

- Risk taxonomy in vendor relationships
- Risk scoring models
- Financial, legal, and cybersecurity risks
- Risk control frameworks
- Developing mitigation plans

Module 7: Vendor Onboarding Best Practices

- Pre-onboarding checklist
- Technology setup
- Document validation
- Induction and training

- Welcome kit and support

Module 8: Regulatory & Legal Compliance

- Local vs. global compliance laws
- Data privacy and security
- Anti-corruption and bribery laws
- ESG and ethical sourcing regulations
- Reporting and audit trails

Module 9: Supplier Relationship Management (SRM)

- SRM model and pillars
- Strategic vs. tactical suppliers
- Engagement strategies
- Collaboration techniques
- Innovation with suppliers

Module 10: Auditing & Evaluation

- Compliance audit planning
- Documenting non-conformities
- Evaluation templates
- External vs. internal audits
- Corrective and preventive action (CAPA)

Module 11: Technology in Vendor Management

- e-Procurement platforms
- Vendor management systems (VMS)
- AI in supplier analysis
- Blockchain for contract transparency
- Procurement automation tools

Module 12: Handling Non-Compliance

- Detection and escalation protocols
- Root cause analysis
- Legal implications
- Corrective action enforcement
- Preventive measures

Module 13: Negotiation & Conflict Resolution

- Negotiation tactics
- Win-win frameworks
- Mediation techniques
- Resolving SLA disputes
- Cultural considerations

Module 14: Cost Optimization Strategies

- Total cost of ownership (TCO)
- Strategic cost reduction
- Collaborative cost-saving initiatives
- Vendor-driven innovation
- Volume discounts and rebates

Module 15: Future Trends in Vendor Management

- ESG and sustainability focus
- Digital transformation in procurement
- Predictive analytics
- Supplier diversity programs
- Global sourcing dynamics

Training Methodology

- Interactive learning
- Real-world case studies
- Hands-on templates
- Assessment quizzes
- Industry tools to enhance practical understanding.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com