

Helping Implement Good & Best Practices

Practical Multi-Discipline Training

Prequalification of Suppliers, Service Providers & Contractors For Key Projects

2 Week Training Workshop

✓ **Quality Assurance, Professional Good & Best Practices**

A 2 Week Training Workshop

Program Overview

Once you have hired a Contractor - who is now failing to perform - the Best Advice is to put your arms around his shoulder and help him complete the project. Keep the documentation on the help that needed to be provided and report this in the project closedown report - so he can be blacklisted or adequately vetted next time he bids.

The key to successful contracting lies in a strong prequalification system that ensures the selected contractor not only is Motivated and Determined to provide you the specified or better product, but also has the Relevant and Effective Experience, Systems in place to ensure he can meet the undertaken commitments. This program is oriented to provide this essential understanding.

In this program you will learn about how to setup such a prequalification system - Policy, Procedures, Work Instructions, Controls, Feedback and Continual Improvement.

PROGRAM CONTENT

(Customized for each participant group)

1. Major Causes of Contractor and Supplier Failure to Perform.
2. Traditional Prequalification Criterion and its Analysis
3. New Prequalification Strategies:
 - a. International Best Practices

b. Industry Specific Best Practices.

4. Systems (processes, policies, procedures, controls, feedback and continual improvement) the Supplier or Contractor must have for us to be able to feel confident of his capability to supply the Promised Products or Services and on time.
5. Set up systems to ensure the loss of user/customer feedback/ preference information due to use of Contractors and Suppliers does not curtail our improvement and innovation processes.
6. Step-by-Step Methodology for Contractor or Major Supplier Prequalification that incorporates the Good and Best Industry Practices.
7. Contract Conditions that assist Contractor's Superior Performance.

Also covered...

1. Project Cycle
2. Prequalification Aspects in Procurement Process
3. Contracts and Prequalification
4. Project Planning and Prequalification
5. Project Price & Cost Analysis Basics
6. Project Risks & Contingencies
7. Mitigation of Project Risks
8. Designing the Prequalification Form
9. Management Processes that Ensure Customer Needs & Expectations will be Met

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10. Conducting the Prequalification Audit
11. Evaluation of Prequalification Applications
12. Prequalification Best Practices
13. Performance Evaluation of Suppliers, Service Providers & Contractors and using as Input for Prequalification
14. Alternate Strategies to Prequalification
15. Setting up Early warning system to Provide Decision Support Data
- 16. Workshop 1**
17. Outline Action Plan to Implement Program Communicated Good and Best Practices
- 18. Workshop 2**
19. Advanced Topics? More Details on Some Above Issues Important for Participants (Customized for each Participant Group)

Program Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment
 3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well, including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices
 5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.
4. Euro Training Instructors often act as mentors for your trained employees. A most effective way to ensure effective competency development and application by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans)

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This difference when added to your resume will make you a prime candidate for career advancement in your own organization or in your next job/s.
3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the process enabling you to make a leadership contribution.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

More experiences participants take-away an individualized action plan as mentioned elsewhere in this technical sheet.

Implementation Teams: This program can be used to train implementation teams where...

1. a new project or initiative being started in your organization
2. a new strategic focus is being initiated
3. just prior to a Consultant being hired to advise the organization.

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: Since the program aims to ensure the participants have his individualized improvement plan at the end of the program, and foreseeing the effort involved, anticipating resistance and implementation requirements it is recommended that the organization nominate **at least two participants together** (three will be more desirable to allow for attrition) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to:-

1. Develop personnel skills in Critical Skills and Methodologies covered in this program.
2. Audit this program for deciding its content and methodology's effectiveness in meeting your organizational needs

Latest Program Dates

tps542-3@EuroTraining.com

www.eurotraining.com/bro/tps542-3.php

REGISTRATION FORM	
Program:	Prequalification of Suppliers, Service Providers & Contractors for Key Projects Training (TPS542-2)
Location Where Attending:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

- To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
- Program Fee is
 - USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant).
- Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
- All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
- It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
- Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.

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