

Signature Series Seminars™

Managing Vendors and Subcontractors

- It Doesn't Have To Be An Adventure!

Are your vendors and subcontractors consistently behind schedule? Do they constantly hit you with unplanned, unbudgeted, "hidden" costs? Do your vendors complain that your changes are driving them out of business? This seminar gives managers the tools they need to develop productive, mutually beneficial relationships with their vendors and subcontractors. You'll learn proven tips and techniques to:

- Develop clear and complete contract specifications;
- Improve your day-to-day working relationship with your vendors and subs; and
- Gain control of "out-of-control" vendors.

This seminar is most effective when combined with our "Writing Effective Specifications & Work Descriptions" Seminar.

With "outsourcing" the word of the day in many companies, it is imperative that managers understand the nature and pitfalls of contracting with 3rd parties to complete critical project work. This course provides business professionals with an understanding of the principles, techniques and tools used to plan for, contract with and manage vendors and subcontractors.

Whether taken in conjunction with our "Writing Effective Specifications & Work Descriptions", or taken alone, this course focuses on effectively managing vendors after the contract is signed. Attendees will learn to:

- Recognize & avoid common vendor problems. You may recognize your project as we discuss solutions to common problems that arise in contractual dealings with 3rd parties. We'll
- Understand the parts & uses of vendor contracts. Learn the characteristics of a good contract and how to use the tools it gives you most effectively. You'll understand the operational benefits of the "legalize" in your contract.
- Understand the prime contractor's responsibilities. Not all problems in a vendor relationship are caused by the vendor. Too often our ways of working cause problems and

add roadblocks to successful project completion. We'll teach you how to be a good customer.

- Learn ways to manage project scope changes. You'll learn the principles and benefits of and pick up techniques for getting control of your project's scope & contract changes.
- Get control of "Out-of-Control" vendors. We'll help you get them under control and working toward your best interests. And we'll give you proven techniques for dealing with the "worst case" - getting rid of vendors who just won't perform.
- Avoid letting the last 10% take 90% of the budget. All too often, the last stages of a project take longer to complete than the previous 90%. We'll discuss some of the causes of this phenomenon and look at ways you can plan and manage your projects to avoid this pitfall.



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