



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Vendor Management: Performance, Selection & Contracting

Course code: PSCM-019

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Effective vendor management is critical for ensuring operational efficiency, minimizing risks, improving supplier performance, and creating long-term business value. This course provides participants with practical tools and best practices for selecting the right vendors, managing contractual relationships, monitoring performance, and developing strong supplier partnerships that support organizational goals.

Why Attend

The course uses an interactive approach that combines presentations, case studies, group discussions, practical exercises, vendor assessment activities, contract review examples, and real-world business scenarios to strengthen practical application and decision-making.

Who Should Attend

Procurement and purchasing professionals
Vendor and supplier relationship managers
Contract administrators
Supply chain and logistics professionals
Operations managers
Project managers
Professionals involved in supplier selection and

— Learning Objectives

- Understand the principles and importance of vendor management
- Apply structured approaches to vendor selection and evaluation
- Develop effective vendor contracts and performance management systems
- Build productive vendor relationships and communication practices
- Identify legal risks and compliance requirements in vendor agreements
- Improve supplier performance and value creation strategies
- Reduce operational and contractual risks

Course Outline

**DAY
1**

Foundations of Vendor Management

- Understanding vendor management concepts and organizational value
- Exploring the stages and components of the vendor management lifecycle
- Examining the role of supplier management in supporting business performance
- Identifying common operational challenges in managing vendors
- Understanding responsibilities and governance within vendor relationships
- Building a structured approach to supplier management activities

**DAY
2**

Vendor Evaluation and Selection Strategies

- Identifying important factors in selecting suitable vendors
- Understanding different supplier categories and evaluation approaches
- Exploring sourcing methods and supplier identification techniques
- Assessing supplier proposals and conducting evaluation reviews
- Performing due diligence and capability assessments
- Applying practical approaches and best practices in vendor selection

**DAY
3**

Contract Development and Vendor Performance Management

- Understanding the fundamentals of vendor contracting processes
- Reviewing important elements and structures of vendor agreements
- Managing supplier performance against contractual obligations
- Developing performance indicators and service measurement criteria
- Monitoring and improving supplier outcomes and compliance
- Applying effective practices in contract and performance management

**DAY
4**

Communication and Strategic Vendor Relationships

- Developing effective communication approaches with suppliers
- Building collaborative relationships that support long-term value
- Managing communication barriers and relationship challenges
- Encouraging collaboration and continuous improvement initiatives
- Strengthening trust and partnership effectiveness
- Applying best practices for relationship management and stakeholder engagement

DAY

5

Legal Considerations and Risk Management in Vendor Relationships

- Understanding legal principles affecting vendor management activities
- Reviewing supplier agreements and identifying potential risks
- Understanding contractual responsibilities and obligations of involved parties
- Examining methods for dispute prevention and resolution
- Managing compliance requirements and legal exposure
- Applying risk mitigation strategies and vendor governance practices

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Amsterdam - Netherlands	€2,125
12 - 16 October 2026	London - United Kingdom	€2,100
9 - 13 November 2026	Barcelona - Spain	€1,925
16 - 20 November 2026	Munich - Germany	€2,125
7 - 11 December 2026	London - United Kingdom	€2,100
14 - 18 December 2026	Istanbul - Türkiye	€1,425
21 - 25 December 2026	Madrid - Spain	€2,125
4 - 8 January 2027	Barcelona - Spain	€1,925

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.