

MANAGING & SUPERVISING PROJECTS, CONSULTANTS & CONTRACTORS

“Driving Project Success through Effective Oversight, Coordination, and Governance”

Schedule

| Date | Venue | Fees |
|------------------|-----------------|-----------------------|
| 17 - 19 Feb 2026 | Manama, Bahrain | USD 2495 per delegate |
| 11 - 13 Aug 2026 | Dubai, UAE | USD 2495 per delegate |
| 17 - 19 Aug 2026 | Doha, Qatar | USD 2495 per delegate |
| 18 - 20 Aug 2026 | Riyadh, KSA | USD 2495 per delegate |

► Available delivery methods: Face-to-Face & Online Training

Introduction

Managing multiple stakeholders in complex projects—including external consultants and contractors—requires strategic oversight, clear communication, and contractual discipline. The success of infrastructure, construction, and development projects often hinges on how well client representatives supervise external partners while safeguarding project objectives.

This three-day course empowers participants with the skills to manage and supervise consultants and contractors effectively. It covers procurement, scope management, contractor oversight, performance monitoring, contract enforcement, and dispute resolution—ensuring the project is delivered on time, on budget, and to specification.

Objectives

By the end of this course, participants will be able to:

- Define roles and responsibilities of project owners, consultants, and contractors
- Supervise project execution and ensure alignment with contractual requirements
- Monitor performance and handle deviations, delays, and disputes professionally
- Enforce technical, financial, and compliance controls during project delivery
- Apply structured reporting and communication practices with all stakeholders

Why Attend

- Improve the success rate of projects involving third-party service providers
- Ensure that consultants and contractors are accountable to scope and budget
- Minimize disputes and delays through proactive supervision and documentation
- Gain tools to evaluate performance, manage changes, and close projects efficiently
- Strengthen collaboration between project stakeholders through better coordination

Target Audience

This program is designed for:

- Project owners' representatives and client-side managers
- Engineers supervising outsourced works or consultants
- Construction and development project managers
- Contract administrators and project coordinators
- Professionals working with EPC, design, or supervision consultants

Individual Benefits

Key competencies that will be developed include:

- Supervision of contractor and consultant activities
- Oversight of deliverables, timelines, and milestones
- Contractor evaluation and performance control
- Scope compliance and contract variation handling
- Effective site communication and reporting practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contractor and consultant accountability
- Better control over cost, time, and scope risks
- Stronger governance over outsourced project activities
- Enhanced quality and compliance in deliverables
- Fewer disputes, project delays, and stakeholder misalignments

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Key frameworks in supervision, contracting, and stakeholder management
- Case Studies - Lessons from projects with contractor or consultant challenges
- Workshops - Contract clause analysis, progress tracking, and performance evaluation
- Peer Exchange - Role-based discussions on client-consultant-contractor dynamics
- Tools - Templates for performance reports, inspection records, and supervision plans

Course Outline

Detailed 3-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Defining Scope and Oversight Responsibilities

- Module 1: Role of the Client in Multi-Stakeholder Projects (07:30 – 09:30) • The client's representative function vs contractor and consultant roles • Project governance and communication flow
- Module 2: Scope Definition and Consultant Engagement (09:45 – 11:15) • Terms of reference (ToR), scope clarity, and deliverable definitions • Selection and contracting of consultants
- Module 3: Contractor Engagement and Supervision Planning (11:30 – 01:00) • Tendering, award, and contractor mobilization oversight • Site supervision responsibilities and KPIs
- Module 4: Workshop – Define Roles in a Supervision Matrix (02:00 – 03:30) • Create a supervision plan with role definitions for project parties

Day 2: Performance Monitoring and Compliance

- Module 1: Project Progress Tracking and Evaluation (07:30 – 09:30) • Monitoring work progress vs. plan • Site reports, dashboards, and physical inspections
- Module 2: Dealing with Variations, Delays, and Claims (09:45 – 11:15) • Managing change orders and claims professionally • Time extensions and their implications
- Module 3: Quality, Safety, and Compliance Control (11:30 – 01:00) • Document control, inspection test plans (ITPs), and compliance reviews
- Module 4: Workshop – Risk-Based Contractor Evaluation (02:00 – 03:30) • Analyze a case and propose actions for contractor underperformance

Day 3: Communication, Conflict Management & Closeout

- Module 1: Effective Communication Across Parties (07:30 – 09:30) • Meeting protocols, written communication, and escalation paths
- Module 2: Conflict and Dispute Resolution (09:45 – 11:15) • Managing disagreements, site disputes, and legal escalation
- Module 3: Project Closeout and Consultant Final Deliverables (11:30 – 01:00) • As-built documents, final payments, evaluations, and lessons learned
- Module 4: Certification and Wrap-Up (02:00 – 03:30) • Final Q&A, action planning, and certificate distribution

Certification

Participants will receive a Certificate of Completion in Managing & Supervising Projects, Consultants & Contractors, validating their practical knowledge of supervision techniques, performance control, and stakeholder coordination in externally managed projects.

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