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COURSE BROCHURE

# Training Vendor Selection and Management Course

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**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Training Vendor Selection and Management Course

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Training Vendor Selection and Management is a 1-week training course for L&D and procurement staff who source external training providers and must judge them on learning quality as well as commercial terms, each assembling a Training Vendor Sourcing Pack for one upcoming requirement. Much of a typical learning budget flows to outside providers, so weak specifications and loose contracts quietly erode results. Jupiter Prime Training runs training vendor selection and management for those who buy learning.

## Why Training Vendor Selection and Management Matters Now

Two groups shape this work. Procurement teams apply standard tendering rules that rarely capture what makes a facilitator, a course design or a digital library effective. Learning teams know quality when they see it but often struggle to put it into a specification, scoring grid or service level that stands up to scrutiny. An organisation that brings both perspectives together buys learning that fits its needs and can hold providers to account; one that buys on day rate alone collects attendance certificates and little change. The course draws on the Kraljic portfolio matrix for supplier positioning, service level agreement SLA practice and the Kirkpatrick four-level model for judging provider outcomes.

## Who Gains Most from Training Vendor Selection and Management

- Those who write specifications for external courses and content
- Those who run tenders and score bids from learning providers
- Those who negotiate and hold contracts with training suppliers
- Those who monitor provider delivery and learner feedback
- Those who maintain approved supplier lists for learning

An organisation gains most when an L&D buyer and a procurement category specialist attend together, so learning criteria and commercial rules meet in one sourcing approach.

## Training Vendor Selection and Management Capabilities

Participants leave able to turn a learning need into a specification, compare providers on evidence and manage them against agreed service levels.

- Specify a learning requirement with outcomes, audience, format and evidence expectations — bidders
- Design weighted scoring grids balancing learning quality and commercial value — evaluation panels
- Assess facilitator capability through sample sessions and references — selection decisions
- Build contract terms covering intellectual property, materials ownership and substitution of trainers — legal and procurement
- Apply service levels and quality indicators to live delivery — contract owners

- Communicate performance findings in structured vendor reviews — provider account managers

## Key Training Vendor Selection and Management Terms

- Learning specification — a document describing the outcomes, audience, constraints and evidence a provider must meet, without dictating how to teach.
- Weighted scoring grid — a table of criteria with weights used to rate bids consistently and record why one provider was chosen.
- Kraljic matrix — a portfolio tool sorting purchases by supply risk and spend impact to choose a sourcing strategy for each.
- Service level agreement — contract terms setting measurable standards for delivery, response times, materials and reporting.
- Trainer substitution clause — a contract term controlling when and how a provider may replace the facilitator who was assessed at selection.
- Vendor scorecard — a periodic summary of provider performance against service levels and learning outcomes used in review meetings.

## Training Vendor Selection and Management Day by Day

### Day 1: The Learning Supply Market

- Types of Training Providers: Boutique, Large, Digital, Freelance — Market Options
- Kraljic Matrix for Learning Spend — Sourcing Strategy per Category
- Make, Buy or Partner Decision — When to Use External Providers
- L&D and Procurement Roles in Sourcing — Joint Ownership
- Spend Mapping of Current Providers — Consolidation Opportunities

### Day 2: Specifications and Tenders

- Outcome-Based Learning Specifications — What Bidders Must Achieve
- Request for Information and Market Sounding — Shaping the Requirement
- Request for Proposal Structure — Comparable Bids
- Weighted Scoring Grid Design — Quality Versus Commercial Balance
- Evaluation Panel Rules and Conflict Declarations — Fair Selection

### Day 3: Assessing Providers

- Sample Session and Facilitator Audition — Observing Delivery Quality
- Design and Materials Review — Fit to Learning Outcomes
- Reference Checks and Case Evidence — Track Record Verification
- Digital Content Trials and Usage Data — Platform Suitability
- Total Cost of Ownership Comparison — Beyond Day Rates

## Day 4: Contracts and Service Levels

- Framework Agreements Versus Single Contracts — Flexibility and Leverage
- Intellectual Property and Materials Ownership — Reuse Rights
- Trainer Substitution and Cancellation Clauses — Delivery Protection
- Service Level Agreement Indicators — Measurable Delivery Standards
- Kirkpatrick-Linked Outcome Measures in Contracts — Paying for Results

## Day 5: Practising the Training Vendor Sourcing Pack

- Specification Draft for a Real Requirement — Applying Day 2 Methods
- Scoring Simulation on Sample Bids — Applying Day 3 Assessment
- Contract Term Sheet and SLA — Applying Day 4 Clauses
- Quarterly Vendor Review Role-Play — Scorecard-Led Conversation
- Training Vendor Sourcing Pack — Specification, Grid, Term Sheet and Scorecard

## Applying Training Vendor Selection and Management After the Course

- Rewrite the specification for the next external course around outcomes and evidence, and test it with one trusted provider.
- Introduce a vendor scorecard for the largest current provider and hold the first structured review.

## Training Vendor Selection and Management Questions FAQ

### What is training vendor selection and management and why does it matter now?

It is the practice of specifying, choosing, contracting and reviewing external learning providers. It matters now because much learning spend goes outside, and buying on price alone rarely produces the capability change organisations expect.

### Which roles gain most from training vendor selection and management?

L&D buyers and procurement staff who source learning gain most. Contract owners, evaluation panel members and those maintaining approved supplier lists also benefit from shared criteria.

### How does training vendor selection and management differ from a general procurement course?

General procurement courses cover sourcing across all categories. Training vendor selection and management focuses on learning providers, adding facilitator auditions, design reviews, materials ownership and outcome-linked measures.

### What do you bring back from training vendor selection and management?

You bring back a Training Vendor Sourcing Pack for one real requirement: an outcome-based specification, weighted scoring grid, contract term sheet with service levels and a vendor scorecard.

## Training Vendor Selection and Management: The Way Forward

The Training Vendor Sourcing Pack first informs how the next learning tender is specified and scored. L&D buyers and procurement colleagues use it together, and contract owners use the scorecard in reviews. After first use, revisit the scoring weights, since an aviation safety provider and a sales coaching firm warrant different balances of quality and cost.