

EFFECTIVE PROCUREMENT MANAGEMENT

5-Day Corporate Training Programme

OVERVIEW

The strategic importance of transparent and accountable procurement in the cost-efficient delivery of quality goods, works and services, and as a vital weapon in the battle against corruption, is now recognised by governments worldwide.

This programme develops the contemporary strategic skills and techniques required to implement the most up-to-date procurement strategies and policies. It drills down into the key areas of risk management, corruption and ethics and the monitoring and evaluation of procurement performance, addressing all of the key challenges which procurement functions will face.

WHAT YOU WILL ACHIEVE

Upon the completion of this program you will be able to:

- Develop procurement organization capable of implementing the procurement strategy
- Promote the vital strategic importance of the procurement function
- Implement risk management processes
- Create strategies that minimise corruption and encourage greater integrity
- Design and confidently use tools for monitoring procurement performance
- Apply the latest team development techniques to improve performance

WHAT YOU WILL LEARN

Day 1: Purchasing and the Organisation

- The Supply Chain
- Procurement strategy and ethical purchasing
- Purchasing Organisations
- The Procurement Cycle
- Critical Supply Strategies

Day 2: Supplier management and sourcing

- Transforming the Supplier Relationship
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Supplier relationships and risk management

Day 3: Communication and change in procurement

- Communication techniques of verbal, non-verbal and written
- Identification of interpersonal interaction methods
- Recognising response to and perceptions of change
- Analysing and preparing for the human reaction to change

Day 4: Negotiation techniques and procurement ethics

- Negotiation preparation, techniques and outcomes
- Developing Active Listening Skills
- Balancing commercial value and supplier relationships
- Understanding the other Negotiator's Power

Day 5: Procurement performance, value and capability

- Vendor ratings
- Procurement performance metrics
- Price, Cost and Value
- Procurement Capability

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

EVALUATION CRITERIA

Participants must have attended the sessions **at least 80%** of the sessions in order to receive a CERTIFICATE from Asia Pacific Regional Hub - Corporate Training Division of EIU-Paris

SPECIAL FEATURES YOU WON'T FIND ANYWHERE ELSE ...

Discussions are based on extensive practical experience, not just theory. Engaging interactions characterize the training sessions from start to finish, keeping everyone involved in the learning process, and applying what is learned to real-life work situations and circumstances. Collaborative work is assigned for enhance learning and mastery of knowledge and/or skills.

FEE & PAYMENT

USD 2,150/ per person

Fee Includes:

- 5-Day Training (Total 25 hours)
  - Time: 9.00 AM - 3.00 PM (1-Hour Lunch Break)
- Globally Recognized Professional Certificate
- Digital Training Resources
- Essential Stationery
- Tea/Coffee Breaks
- Working Lunches

**Note:* all other expenses are to be borne by participants.