



ADVANCED PROCUREMENT MANAGEMENT

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

OVERVIEW

This programme examines the critical role supply base management plays in the success and competitive positioning of an organization. It reveals the “how” and “why” of rethinking and evolving your current sourcing and supply base strategies. Discover the most effective methods for evaluating and negotiating with suppliers, and creating sustainable competitive advantage for your organization and across the supply chain.

This stimulating programme will examine procurement management as the integration of all business processes across the supply chain looking at strategic, tactical and organisational levels.

WHAT YOU WILL ACHIEVE

Upon the completion of this course, you will be able to:

- Align your supply management strategy with the firm's overall competitive strategy.
- Create and foster supplier relationships that support your overall strategy.
- Master negotiating techniques for cross-cultural, team and multi-party situations.
- Evaluate existing and potential suppliers using an effective assessment system.
- Establish supplier pricing models and explore cost reduction models.
- Leverage the 10-point planning guide for successful negotiations.
- Optimize your supply base considering your desired number and profile of suppliers.

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

FEE

USD 2,150 per person

Group Discount:

- 2-4 pax : 2.5%
- 5-7 pax : 5%
- 8-10 pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%

*****All prices are VAT inclusive.**

Fee Includes:

- 5-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

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



WHAT YOU WILL LEARN

DAY 1

- Effective procurement management

- Strategic procurement vs. operational procurement
- The procurement professional
- Procurement processes and cycle
- Case study and exercise

- Formulating procurement vision & mission

- Setting procurement strategic objectives
- Conducting procurement related strategic situation analyses
- Crafting procurement strategic plan and programmes
- Case study and exercise

DAY 2

- Developing effective procurement organization

- Developing procurement organization structure
- Estimating the required procurement manpower
- Developing effective procurement policies & procedures
- Developing procurement performance management system & procurement
- Balanced scorecard
- Case study and exercise

- Procurement annual operational planning

- Setting annual procurement objectives
- Conducting procurement operations related situation analyses
- Crafting procurement annual plan and programmes
- Preparing procurement annual budgets
- Case study and exercise

DAY 3

- Procurement negotiations

- The concept of effective procurement negotiations
- Characteristics of good negotiators
- The process and stages of negotiations
- Negotiation strategies
- Challenges in conducting actual negotiations and how to overcome them

- Routine procurement operations

- Preparing and verifying for quotations
- Intercoms
- General terms of purchase
- Evaluating Quotations
- Order processing
- Case study and exercise

WHAT YOU WILL LEARN

DAY 4

- Project procurement & tendering

- The tender process
- Project Procurement plans
- Invitation to tenders
- Evaluating tenders
- Awarding tenders
- Case study and exercise

- Contract management

- Principles of good contract management
- Strategies of contract management
- Types of contracts
- Effective handling of contract performance issues
- Resolving contract disputes
- Case study and exercise

DAY 5

- E-Procurement

- What is e-Procurement
- Steps in developing an e-Procurement system
- e-Procurement business models
- Components of an e-Procurement system
- e-Procurement processes
- e-Procurement hardware and software
- e-Procurement user administration and security
- Case study and exercise

- Procurement management audit

- The 5 W&H of procurement management audit
- Management audit planning & preparation
- Management audit methodology & tools
- Identifying, collecting and verifying the required data
- Analyzing the data
- Preparing the procurement management audit report
- Case study and final assessment