

# TENDERING, PROCUREMENT, AND NEGOTIATION SKILLS

**PIN017**

## COURSE DESCRIPTION

Many organizations today are operating at close to maximum efficiency, doing more with less, and doing it faster than ever before. However, an often-neglected area of profit potential exists within the contract negotiation and re-negotiation process with suppliers.

This course is an ideal mix of practical and theoretical learning to sculpt you into a master of skilful negotiations tactics. These techniques will undoubtedly empower the participants to gain more revenue and acquire better purchasing value for the products that their markets. The It is up to date and pertinent to marketplace requirements, thus catering well to all analytical prediction of training needs in the specified area.

## COURSE GOAL

To enhance the participants' knowledge, skills, and abilities necessary to develop effective negotiation strategies for better purchasing value.

## COURSE OBJECTIVES

By the end of this training course, participants will learn to:

- Develop effective negotiation strategies to meet the purchasing needs of the organization.
- Implement those strategies to maximize purchasing value.
- Discover the appropriate negotiation style for each situation.
- Deal with and handle complex negotiation situations.
- Identify supplier and buyer strong points.

## WHO SHOULD ATTEND

- Buyers and Senior Buyers
- Purchasing Managers,
- Material Management Personnel
- All Other Company Personnel Who are Involved in the Buying Process.

## COURSE DURATION

5 Working Days

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## COURSE OUTLINES

### 1. Preparation Strategies

- Developing Buyer Needs and Requirements
- Understanding the Buyer Position
- Understanding the Supplier Position
- The Number of Suppliers in the Market

### 2. Economic Analysis of the Market

- Pre-Negotiation Checklist
- Negotiation Strategy
- Purchasing Negotiation Team
- Implementation of the Negotiation Strategy

### 3. Implementing the Strategy

- How to Make the Purchasing Plan Operational
- When to Negotiate?
- - Where to Negotiate?
- Understanding Supplier Expectations
- The 80/20 Rule of Negotiation
- Development of Negotiating Style

### 4. Good Negotiator Attributes

- Developing Those Attributes by the Buyer
- Expressing Purchasing Needs Effectively
- Knowing Products and Commodities
- Active Listening Techniques
- Types of Questioning Styles

### 5. Dealing with Complex Negotiations

- Sole Source Suppliers
- Win/Win Meets Win/Lose
- Backdoor Buying Tactics
- Raging Emotions During a Negotiation
- Supplier Hidden Tactics and Tricks

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## 6. Suppliers as Friends

- Ethical Behavior and Negotiation
- Preparing and Conducting Individual and Team Negotiations

## 7. Role Playing

- Playing the Role of the Buyer
- Playing the Role of the Supplier
- Supplier Strong Points
- Buyer Strong Points

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