

# ADVANCED PROCUREMENT SKILLS

## PROJECT , PROCUREMENT AND CONTRACTS

**PIN004**

### COURSE DESCRIPTION

In many projects, procurement activities are critical to success. Imagine working in contractual relationships between buyers and suppliers so that there is mutual trust and a common focus on well-defined, mutually agreed-upon objectives.

This course addresses various types of procurement activities, including service acquisition, intellectual property considerations, government requirements and more. It examines the strategic importance of procurement within departments by using concepts and ideas in order to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain. This is an important training course for purchasing professionals who will return to their organisation with actual realistic plans on how to make considerable cost savings.

### COURSE GOAL

To enhance the participants' knowledge, skills, and ability necessary to improve their capacity to apply the elements of procurement management by properly planning for procurement, documenting the need, evaluating proposals, creating contracts and effectively managing the contracts to close out for increased project success.

### COURSE OBJECTIVES

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

- Develop supply strategies.
- Understand and apply the concepts of activity-based costing.
- Build effective supplier relationships.
- Create rapport, build trust and establish credibility in a work group.
- Be a successful negotiator.

### WHO SHOULD ATTEND

- Professionals who have an experience of purchasing within organizations.
- Finance and logistics professionals and others who are in the supply chain requiring an understanding of procurement.

### COURSE DURATION

5 Working Days

## COURSE OUTLINES

### 1. Purchasing and the Organisation

- Purchasing and its contribution to the organisation
- The supply chains
- The influence of the external environment
- Purchasing organizations
- The procurement cycles
- Critical supply strategies

### 2. Supplier Management

- Transforming the supplier relationship
- Supplier evaluation criteria
- Appropriate supplier methodologies
- Total cost approach
- How to be a good customer
- Shrinking the supplier base

### 3. Communication and Change Management

- Communication techniques of verbal, non-verbal and written
- Methods of communication lead to more productive work and minimize stress
- Communication and interaction openness develop trust
- Identification of interpersonal interaction methods
- Recognizing response to and perceptions of change
- Analyzing and preparing for the human reaction to change.

### 4. Negotiation

- Avoiding confrontational negotiating
- Developing active listening skills
- Negotiating with an angry person
- Power closes that are used on the buyer
- Understanding the other negotiator's power
- Negotiation tactics and countermeasures

### 5. Management of Procurement Talent

- Attract and retain supply management talent
- Supplier measurement
- Vendor rating
- Action planning