



Tendering, Procurement, and Negotiation Skills Conference



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Introduction:

Tendering is a function that costs an organization a great deal of money, and it has to be performed correctly to maximize effectiveness and minimize costs. Organizations' executive management everywhere realizes that Managing Tenders must emerge as a critical core competency to increase revenue.

Essential tendering is linked with procurement skills and is covered in this procurement, tendering, and negotiation skills program, designed to explore the best practices in the phases of tendering and procurement.

This procurement, tendering, and negotiation skills program explores many of the best practices in the initial stages of contracting so that participants can implement the steps needed to create maximum total value for their organization.

The Importance of Procurement Negotiation Skills:

Negotiation in procurement is a vital aspect that influences the efficiency and success of the tendering process. Understanding what negotiation is in procurement and integrating practical procurement negotiation skills can significantly contribute to an organization's financial health through cost savings and beneficial supplier agreements.

This procurement, tendering, and negotiation skills conference aims to provide procurement negotiation training to enhance the aptitude of professionals in maneuvering through complex negotiation scenarios.

The tendering process in procurement, also known as procurement tendering, is a structured methodology that organizations use to source and compare offerings strategically. This procurement, tendering, and negotiation skills conference is a critical phase in which negotiation skills in procurement come to the forefront as professionals negotiate with potential suppliers to secure the most favorable terms.

Targeted Groups:

- Contracts Professionals.
- Purchasing Professionals.
- Project Planning Personnel.
- Procurement professionals who are responsible for negotiations
- All others are involved in the planning, evaluation, preparation, and management of tenders and specifications that cover the acquisition of materials, equipment, and services and are in organizations whose leadership wants high levels of competency in those involved in these activities.

Conference Objectives:

At the end of this procurement, tendering, and negotiation skills conference, the participants will be able to:

- Discuss Elements of a Good Procurement Process.
- Develop methods of Contractor Performance Measurement.
- Learn methods of Tender Evaluation.
- Analyze Competitive Bidding Processes.
- Produce Tender Evaluation Criteria.
- Select the Right Procurement Strategy.
- Review Contract Strategies.
- Improve Procurement and Negotiation Skills.
- Learn about the methods of Tender Evaluation.
- Understand how New Suppliers are Selected.
- Apply Past Supplier Performance for Better Selection.
- Evaluate how Cost Savings Transfer to the Organization's Bottom Line.

Targeted Competencies:

At the end of this procurement, tendering, and negotiation skills conference, the target audience will:

- Improve the Effectiveness of their Organization Roles.
- Tendering Processes.
- Finding and Implementing Cost Reduction Opportunities.
- Advanced Ways of Controlling Negotiations.
- Transforming the Supplier Relationship.

Conference Content:

Unit 1: How Tendering and Procurement Aligns with the Organization Strategy:

- Influence of the External Environment.
- Adapting to New Business Models.
- Critical Supply Strategies.
- Transforming the Supplier Relationship.
- The Procurement Cycle.

Unit 2: The Tendering Process:

- Elements of a Good Procurement and Competitive Bidding Process.
- Selecting the Right Contracting Strategy.
- Stages in Tendering Process.
- Developing Tender Evaluation Criteria.
- Negotiating with Short-listed Suppliers.
- How do you know you Obtained a Good Price?

Unit 3: Advanced Procurement Skills:

- Transforming the Supplier Relationship.
- Defining the Organization's Mission in Building Supplier Relationships.
- How to be a Good Customer?
- The Difference between SRM and Collaboration.
- Shrinking the Supply Base.

Unit 4: The Negotiation Process:

- Avoiding Confrontational Negotiations.
- Communication Techniques.
- New Techniques in Influencing.
- Understanding the Other Negotiator's Power.
- Negotiating Pressure Points and Countermeasures.

Unit 5: Implementing Improvements in the Organisation:

- Attract and Retain Procurement Management Talent.
- Producing a Realistic Personal Action Plan for Improvement.
- Business Continuity and Contingency Planning for Procurement.
- What is Activity-Based Costing?
- Ways that Procurement Can Improve the Organization's Finances.