MERCURY

Effective Purchasing and Contract Negotiation Management

22 – 26 August 2027
Manama (Bahrain)



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Ref: 121255_1024644 **Date:** 22 – 26 August 2027 **Location:** Manama (Bahrain) **Fees:** 4900 Euro

Introduction

Effective purchasing and contract negotiation are essential for organizational success, cost optimization, and supplier relationship management. This course equips professionals with strategies to negotiate favorable terms, evaluate supplier performance, and manage procurement risks. Participants will learn how to develop procurement plans, handle complex contracts, and apply practical negotiation techniques. The program emphasizes real-world applications to improve efficiency, reduce costs, and ensure compliance. By integrating best practices and strategic approaches, learners will enhance decision-making in purchasing processes. This course provides actionable insights for both new and experienced professionals in procurement and contract management.

Targeted Groups

This Effective Purchasing and Contract Negotiation Management targets professionals seeking specialized knowledge and skills:

- Procurement managers and officers
- Contract administrators
- Supply chain coordinators
- Purchasing agents
- Project managers handling vendor contracts
- Business development professionals
- Legal advisors in procurement
- Professionals seeking negotiation skill enhancement

Course Objectives

Participants will achieve the following objectives through Effective Purchasing and Contract Negotiation Management:

- Understand procurement and purchasing processes
- Develop strategic sourcing strategies
- Conduct supplier evaluation and selection
- Negotiate favorable contract terms
- Manage supplier relationships effectively
- Minimize procurement risks
- Ensure compliance with organizational and legal standards
- Apply cost-control techniques
- Enhance decision-making in purchasing

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- Use practical negotiation tools and methods

Targeted Competencies

Participants will gain the following competencies during the program:

- Strategic sourcing and supplier management
- Effective contract negotiation
- Risk identification and mitigation
- Cost analysis and reduction strategies
- Legal and compliance awareness in contracts
- Communication and persuasion skills
- Decision-making in complex procurement scenarios
- Procurement process optimization
- Practical application of negotiation frameworks
- Vendor performance monitoring

Studying Scenarios

In this training, participants will develop their skills through the analysis of the following scenarios:

- Negotiating pricing with suppliers under budget constraints
- Handling contract disputes and amendments
- Evaluating multiple vendor proposals for best value
- Managing supplier performance issues
- Risk assessment in high-value procurement projects
- Implementing strategic sourcing plans in real-world contexts
- Developing win-win negotiation strategies
- Ensuring compliance with organizational policies and legal requirements

Course Content

Unit 1: Introduction to Purchasing and Procurement

- Overview of procurement principles
- Roles of purchasing and contract management
- Procurement lifecycle and process steps
- Importance of supplier relationships
- Cost management in purchasing
- Strategic vs operational procurement decisions

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Unit 2: Supplier Evaluation and Selection

- Supplier identification and sourcing
- Criteria for supplier assessment
- Evaluation methods and tools
- Risk analysis of suppliers
- Building long-term supplier partnerships
- Ethical and sustainable procurement practices

Unit 3: Contract Management Essentials

- Types of contracts and agreements
- Contract drafting and key clauses
- Legal considerations in contracts
- Monitoring contract performance
- Managing contract changes and renewals
- Dispute resolution techniques
- Compliance with organizational policies

Unit 4: Negotiation Strategies and Techniques

- Negotiation preparation and planning
- Communication and persuasion methods
- Win-win negotiation principles
- Handling objections and conflicts
- Tactics for high-value negotiations
- Negotiation ethics and professionalism
- Collaborative negotiation approaches

Unit 5: Risk Management and Procurement Optimization

- Identifying procurement risks
- Risk mitigation strategies
- Cost-saving techniques and efficiency improvements
- Supplier performance monitoring and reporting
- Continuous improvement in purchasing processes
- Technology and tools for procurement management
- Strategic decision-making in complex negotiations

Final Insights & Key Takeaways

Participants will leave with practical skills to enhance purchasing efficiency and negotiation outcomes. They will be prepared to manage contracts strategically and build stronger supplier relationships.