MERCURY

Basic Procurement Skills & Professional Training Course

25 – 29 January 2027
Madrid (Spain)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
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Ref: 15957_1081423 **Date:** 25 – 29 January 2027 **Location:** Madrid (Spain) **Fees:** 5600 Euro

Introduction to Basic Procurement Skills and Professionals:

The Basic Procurement Skills and Professional course equips participants with essential procurement skills, focusing on fundamental principles and processes. It provides insights into the procurement cycle, supplier relationships, and basic negotiation techniques. It serves as an excellent foundation for individuals aiming to become proficient procurement professionals, enabling them to contribute meaningfully to their organizations.

Participants will delve into crucial procurement techniques, learn how to manage supplier interactions efficiently and enhance their procurement documentation and process handling skills. This Basic Procurement Skills and Professional training course emphasizes ethical practices, cost management, and communication strategies, establishing a robust base for those who wish to advance in procurement roles.

The Basic Procurement Skills and Professional course will develop participants' essential procurement skills and competencies needed for a successful career in supply chain and purchasing. They will learn basic procurement principles, rules, and procedures, ensuring a solid foundation in procurement best practices. Professionals will gain hands-on experience in supplier management, contract negotiation, and cost control.

Participants in this Basic Procurement Skills and Professional training will enhance their expertise and become procurement professionals and individuals responsible for acquiring goods and services for an organization while ensuring cost efficiency and policy compliance. They will Understand procurement professional skills are for career advancement and align with the standards of procurement professional organizations to support continuous procurement skills development.

Targeted Groups:

This Basic Procurement Skills and Professional course is designed for:

- New procurement professionals seeking to develop procurement skills and competencies.
- Junior buyers and purchasing officers looking for basic procurement principles.
- Administrative staff involved in procurement activities.
- Professionals transitioning into procurement roles seeking procurement skills development.
- Small business owners managing their own procurement needs.

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Course Objectives:

By the end of this Basic Procurement Skills and Professional course, participants will be able to:

- Grasp the basic principles and significance of procurement within organizations.
- Comprehend the stages of the basic procurement cycle and their applications.
- Enhance communication skills for effective interactions with suppliers and internal stakeholders.
- Recognize ethical practices and compliance requirements in procurement processes.
- Establish foundational supplier evaluation criteria.
- Identify cost-saving opportunities within procurement procedures.
- Prepare for further learning and professional development in procurement skills.

Targeted Competencies:

Participants in this Basic Procurement Skills and Professional training will develop competencies in the following areas:

- Basic understanding of procurement cycles and processes.
- Effective supplier communication and relationship management.
- Fundamentals of cost analysis and budget awareness.
- Awareness of ethical practices and regulatory compliance.
- Documentation and record-keeping skills in procurement.
- Basic negotiation skills for successful purchasing.

What is a Procurement Professional?

A procurement professional plays a pivotal role in an organization's success by managing supplier relationships, overseeing procurement processes, and ensuring compliance with procurement rules and ethical standards. Understanding what a procurement professional is helps individuals align their skills and competencies with organizational goals, facilitating effective procurement management. Engagement with procurement professional organizations offers networking opportunities, professional development, and access to industry best practices. These are essential for continuing career growth and staying updated on the latest trends and challenges in procurement.

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Course Content:

Unit 1: Introduction to Procurement:

- Definition and purpose of procurement in business.
- Overview of the procurement cycle.
- Roles and responsibilities in procurement teams.
- The importance of aligning procurement with organizational goals.

Unit 2: Understanding the Procurement Process:

- Identifying procurement needs.
- Sourcing and selecting suppliers.
- Basics of tendering and bidding processes.
- Essential procurement documentation.

Unit 3: Supplier Management:

- Building effective supplier relationships.
- Criteria for evaluating and selecting suppliers.
- Communication strategies for procurement success.
- Introduction to the total cost approach in procurement.

Unit 4: Basic Negotiation Skills:

- Key principles of negotiation in procurement.
- Building rapport and trust with suppliers.
- Simple strategies for achieving mutually beneficial agreements.
- Avoiding common negotiation pitfalls.

Unit 5: Ethics and Compliance in Procurement:

- Understanding procurement ethics and best practices.
- Navigating regulatory requirements.
- Transparency and fairness in procurement decisions.
- The role of accountability in procurement.

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Unit 6: Cost Management Basics:

- Understanding price, cost, and value in procurement.
- Identifying opportunities for cost savings.
- Simple tools for tracking and managing procurement budgets.