



Purchasing Management Mini Master Training Course

16 – 27 November 2026
Vienna (Austria)



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Introduction to Purchasing Management Course

International procurement is a complex process that has the potential to provide many benefits to the organization in the form of lower prices, higher quality, and improved supplier performance.

This comprehensive purchasing management course also prepares participants for the certified purchasing manager certification. This widely recognized credential represents a standard of excellence in the field of purchasing management.

Purchasing Management Course Overview

Understanding the purchasing management process is essential for professionals in this field. What is purchasing management? It refers to the strategic approach to managing and optimizing the acquisition of goods and services for an organization.

This mini master training course covers the importance of purchasing management. It provides purchasing manager training, tools, and insight into strategic purchasing management best practices.

Importance of Purchasing Management

The significance of skilled purchasing management in today's global market cannot be overstated. A well-designed purchasing management course like this one is critical for professionals seeking to make impactful contributions to procurement efficiency and the overall success of their organizations.

Targeted Groups

- Experienced buyers and purchasing agents.
- Purchasing managers and purchasing directors.
- Supply chain management personnel responsible for international logistics.
- Managers are interested in enhancing their management, negotiation, and buying skills.

Course Objectives

By the end of this certified purchasing management course, participants will be able to:

- Develop their management skills.
- Build their staff into a dynamic team.
- Develop a strategic mindset.
- Negotiate dynamically.
- Target vision of excellence for their operation.
- Locate, evaluate, and manage international sources.
- Implement best practices in international procurement.
- Manage the international movement of materials.
- Examine management best practices.
- Appraise powerful techniques for building teamwork.
- Examine important aspects of strategic thinking.
- Evaluate the key elements of operational excellence.
- Examine how to locate and evaluate new sources internationally.
- Consider the impact of the Internet on purchasing operations.
- Review best practices in international purchasing.
- Analyze ways of managing suppliers more effectively.
- Study new concepts in inventory management.
- Explore productive negotiating skills.
- Understand the proper drafting of international contracts.
- Plan for effective international transportation management.

Targeted Competencies

At the end of this certified purchasing management course, the target audience will be able to improve their ability in:

- Management skills.
- Leadership skills.
- Strategic planning.
- Purchasing methods.
- Supplier communication.
- Writing purchase orders.
- Logistics methods.
- Sourcing of materials.
- Negotiation.

Course Content

Unit 1: People Management

- The importance of socio-technical management.
- Techniques for effective communication.
- Motivating for results.
- Enhancing your coaching skills.
- Empowering employees for improved performance.
- Characteristics of a successful manager.

Unit 2: Leading Teams

- Obtaining the benefits of teamwork.
- Characteristics of ineffective teams.
- Characteristics of effective teams.
- Productively managing conflict.
- Understanding team member styles.
- Creating a virtual team.

Unit 3: Strategic Planning

- Analyzing the strategic planning process.
- Achieving competitive advantage.
- Utilizing dynamic SWOT analysis.
- Focusing on vision and mission.
- The importance of contingency planning.
- Examples of strategic success and failure.

Unit 4: Negotiating for Results

- Gaining insight into the negotiating process.
- Characteristics of an effective negotiator.
- Developing negotiating strategies.
- Employing persuasive negotiation techniques.
- Achieving the benefits of effective negotiating.
- Negotiation exercises.

Unit 5: Operational Excellence

- The Malcolm Baldrige" quality award-standard of excellence.
- Lessons from the best-performing companies.
- Benchmarking your operation against the best.
- Creating employee commitment.
- Managing continuous improvement.
- Creating a high-performance organization.

Unit 6: The Modern Buying Function

- Globalization and its effects.
- Utilizing the Internet for procurement.
- Modern buying practices.
- Assuring supplier performance.
- Methods for determining price.
- Procurement's role in the organization.
- Procurement performance measurement.
- Long-term contract pricing formulas.

Unit 7: International Buying

- International buying operations.
- International counter-trade.
- Achieving the benefits of global procurement.
- Overcoming the difficulties of international buying.
- Utilizing the learning curve.
- Ensuring the quality of material deliveries.
- International buying and inventory management.
- Reducing costs in inventory management.

Unit 8: International Supplier Sourcing

- Preparing to move beyond domestic sourcing.
- Global sourcing.
- Locating international sources.
- Determining the type of supplier to utilize.
- Single source vs. multiple source policy.
- Source evaluation criteria.
- Managing exchange rate risk.
- Dealing with issues of ethics.

Unit 9: Negotiation and Contract Preparation

- Insights into the negotiation process.
- Characteristics of the effective negotiator.
- Preparing to negotiate.
- Negotiating techniques.
- Obtaining the benefits of supplier partnering.
- International buying legalities.
- Drafting the international contract.
- Dispute resolution mechanisms.

Unit 10: International Movement Of Goods

- International commercial terms.
- Buying transportation services.
- Utilizing air transportation.
- Utilizing ocean transportation.
- Securing marine insurance.
- Calculating total landed cost.
- Strategic purchase planning.
- Re-engineering purchasing operations.