



Strategies for Successful Supplier Communications, Negotiations, and Proposal Evaluation

17 - 20 Mar 2025
Geneva (Switzerland)



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Ref.: 15383_306091 **Date:** 17 - 20 Mar 2025 **Location:** Geneva (Switzerland) **Fees:** 5500 Euro

Introduction:

The success of any organization relies heavily on the quality of its suppliers. Effective communication, negotiation, and proposal evaluation are critical to ensuring the right suppliers are selected and partnerships are established that are beneficial for both parties.

Targeted Groups:

- Procurement professionals,
- Purchasing managers, supply chain managers, and other individuals involved in supplier selection and management.

Course Objectives:

At the end of this course the participants will be able to:

- Develop a thorough understanding of effective communication strategies with suppliers, including the importance of clear and concise language, active listening skills, and constructive feedback.
- Build skills in supplier negotiations, including identifying key negotiation objectives, preparing for negotiations, and developing strategies to reach mutually beneficial agreements.
- Learn best practices for evaluating proposals from suppliers, including assessing key criteria such as cost, quality, and delivery timelines, and developing clear and objective evaluation methods.
- Develop the ability to analyze and assess supplier performance, including identifying areas for improvement, managing risks, and developing strategies to optimize supplier relationships.
- Understand the legal and regulatory requirements for supplier communications, negotiations, and proposal evaluation, and ensure compliance with relevant laws and regulations.
- Build teamwork and collaboration skills by working in groups to practice effective communication, negotiation, and proposal evaluation techniques.
- Develop the ability to use technology and software tools to enhance supplier communications, negotiations, and proposal evaluation, including software for managing supplier relationships and analyzing supplier performance data.
- Gain knowledge of industry trends and best practices in supplier communications, negotiations, and proposal evaluation, and develop strategies to stay ahead of the competition.
- Improve decision-making skills related to supplier communications, negotiations, and proposal evaluation, including the ability to analyze data, assess risks, and make informed decisions based on relevant information.
- Develop leadership skills related to supplier communications, negotiations, and proposal evaluation, including the ability to lead teams, manage conflicts, and inspire others to achieve common goals.

Targeted Competencies:

- Supplier Communications.
- Supplier Negotiations.
- Proposal Evaluation.
- Advanced Supplier Negotiations.
- Supplier Relationship Management.

Unit 1: Supplier Communications:

- Understand the importance of effective communication in supplier management
- Learn key communication skills and techniques to build stronger relationships with suppliers
- Discover best practices for managing supplier communications to ensure timely and accurate information exchange

Unit 2: Supplier Negotiations:

- Understand the principles of effective negotiation in supplier management
- Learn key negotiation techniques for achieving better outcomes
- Discover how to prepare for and conduct successful negotiations with suppliers

Unit 3: Proposal Evaluation:

- Understand the key elements of a successful proposal evaluation process
- Learn how to develop a comprehensive evaluation plan
- Discover best practices for evaluating proposals and making informed decisions

Unit 4: Advanced Supplier Negotiations:

- Learn advanced negotiation techniques for more complex supplier negotiations
- Discover how to manage difficult negotiations and navigate challenging supplier relationships
- Understand the importance of preparation, planning, and strategy in negotiation

Unit 5: Supplier Relationship Management:

- Understand the principles of supplier relationship management
- Learn best practices for developing and maintaining strong supplier relationships
- Discover how to measure and evaluate supplier performance to drive continuous improvement



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