



The Essentials of Procurement Management Skills



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Introduction:

This course is aimed at improving the skills of the Procurement Professional and Senior Buyers in organizations. Advanced negotiation and procurement techniques, business continuity, and contingency planning for procurement are discussed and practiced in simulations. The course examines the strategic importance of procurement departments by using concepts and ideas to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain.

Targeted Groups:

- Contracts Personnel
- Purchasing Personnel
- Procurement Personnel
- Project, Engineering, Operational, and Maintenance, Personnel who are involved in the planning, and execution of purchases and contracts
- All involved in the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

Course Objectives:

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

- Review critical supply strategies
- Be provided the concepts of activity-based costing
- Discuss current forces of change
- Learn how to create rapport, build trust and establish credibility in a workgroup
- Understand that communication is vital to successful, productive workgroups
- Learn the skills required for good supplier relationships
- Study business continuity and contingency planning for procurement
- Be taught a category segmentation process
- Learn how to plan in successful negotiations
- Study different approaches in negotiations
- Examine standards of ethics
- Learn how to rate a supplier
- Evaluate the strengths and weaknesses of suppliers

Targeted Competencies:

- The ability to deliver real value in a shorter time
- Reduce the number of non-value adding activities
- Improved relations between personnel, customers, and suppliers
- Reduction in total cost of ownership
- Improved supplier performance
- Management skills
- Leadership skills

- Strategic planning
- Purchasing methods
- Supplier communication
- Writing purchase orders
- Logistics methods
- Sourcing of materials
- Negotiation

Course Content:

Unit 1: Performance Purchasing:

- Introduction to Purchasing and its contribution to the organization
- The Supply Chain and its influence
- Influence of the External Environment
- Purchasing Organisations
- The Procurement Cycle
- Purchasing Systems
- Critical Supply Strategies
- Category Segmentation Process

Unit 2: The Supplier Relationship:

- Transforming the Supplier Relationship
- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach
- Defining the Organization's Mission In Building Supplier Relationship
- How to be A Good Customer
- Communication, Trust, and Credibility as Key Elements
- Shrinking the Supplier Base

Unit 3: Advanced Negotiation Skills:

- Avoiding Confrontational Negotiating
- Developing Active Listening Skills
- Negotiating with an Angry Person
- Dealing with Back Door Selling
- Power Closes that are used on the Buyer
- Understanding the other Negotiator's Power
- Negotiating Pressure Points
- Negotiating with Untrustworthy Counterpart
- Negotiation Tactics and Countermeasures

Unit 4: Leadership Skills for Procurement Personnel:

- Communication techniques of verbal, non-verbal, and written
- Methods of communication lead to more productive work and minimize stress
- Communication and interaction openness develops trust

- Identification of interpersonal interaction methods
- Recognizing response to and perceptions of change
- Analyzing and preparing for the human reaction to change

Unit 5: Advancing Procurement Contribution:

- Attract And Retain Supply Management Talent
- Supplier Measurement
- Vendor Rating
- Steps In Developing Performance-Based Contracts
- Action Planning
- Business Continuity and Contingency Planning for Procurement
- What Is Activity-Based Costing?
- Price Cost and Value
- Ways that Advanced Procurement can Improve Organisation's Finances