



The Essentials of Procurement
Management Skills Training



The Essentials of Procurement Management Skills Training

Introduction:

This procurement management skills course aims to improve the skills of Procurement Professionals and Senior Buyers in organizations. Advanced negotiation and procurement techniques, business continuity, and contingency planning are discussed and practiced in simulations.

The procurement management skills course examines the strategic importance of procurement departments by using concepts and ideas to maximize the procurement department's effectiveness, thereby reducing costs throughout the supply chain.

Upon completion, attendees earn a procurement management skills certificate, validating their field expertise. This certification in procurement managers distinguishes individuals as certified professionals, enhancing their credibility and career prospects.

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 acquiring materials, equipment, and services and in organizations whose leadership wants high levels of competency in those involved in these activities.

Course Objectives:

By the end of this procurement management skills course, the participants will be able to:

- Review critical supply strategies.
- Be provided with 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:

At the end of this procurement management skills training, the participant's competencies will be able to:

- 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.

Essentials of Procurement Management Skills Training:

Participants in this essential procurement management skills training course gain comprehensive knowledge essential for excelling in procurement management roles. This course provides a thorough understanding of procurement management principles and practices, ensuring participants have the necessary skills to navigate the complexities of procurement processes.

The procurement management skills course outline covers crucial aspects such as strategic sourcing, contract negotiation, supplier management, and risk mitigation strategies. Through interactive sessions and practical exercises, participants develop key skills for procurement managers, including analytical prowess, negotiation tactics, and strategic decision-making abilities.

The course emphasizes the importance of communication, financial acumen, and relationship-building skills for effective procurement management. By mastering the skills required for procurement managers, participants emerge as competent professionals capable of driving procurement excellence within their organizations.

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 on the Buyer.
- Understanding the other Negotiator's Power.
- Negotiating Pressure Points.
- Negotiating with an Untrustworthy Counterpart.
- Negotiation Tactics and Countermeasures.

Unit 4: Leadership Skills for Procurement Personnel:

- Communication techniques are 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 responses 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.



Conclusion:

The essentials of procurement management skills training course offers participants vital expertise for success in procurement management. This program provides comprehensive training and leads to a valuable certificate in procurement management.

By focusing on key skills required for procurement managers, such as strategic sourcing and negotiation tactics, attendees emerge as adept leaders capable of driving procurement excellence.

This procurement management skills course is an essential stepping stone for those seeking certification as procurement managers. It equips them with the necessary tools and knowledge to thrive in their roles.