



Procurement, Tendering, and Contract
Management Training





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Introduction:

The procurement realm has evolved greatly, necessitating a strategic and profound understanding of purchasing, tendering, and contract management. In this procurement, tendering, and contract management training, we delve into the significance of these fields, the procurement and tendering process, and how they interlink to form the backbone of successful operations in organizations.

The procurement, tendering, and contract management course offers a comprehensive procurement and contract management guide that equips participants with the needed skillset to manage these processes effectively and align them with organizational strategies for optimal results.

Participants interested in obtaining a procurement, tendering, and contract management certificate will find this training especially beneficial for formalizing their knowledge and skills. Furthermore, this course incorporates procurement and contract management software and systems, providing hands-on experience with the tools needed to excel in the industry.

Targeted Groups:

- Procurement Managers.
- Purchasing Supervisors.
- Contracts Personnel.
- Tender Officials and Committees.
- Negotiation and Purchasing Committees.
- Procurement/Purchasing Personnel.
- Senior Buyers.

Course Objectives:

After completing this procurement, tendering, and contract management course, participants will:

- Have a deep understanding of procurement systems, including inputs, outputs, and processes.
- Evaluate and employ effective sourcing strategies and assess suppliers rigorously.
- Navigate legal and administrative constraints within the contracting.
- Handle tenders efficiently and adhere to the best practice guide for tendering and contract management.
- Craft meaningful performance indicators to measure procurement efficiency.
- Boost their expertise in all facets of strategic procurement.

Targeted Competencies:

After completing this procurement, tendering, and contract management training, participants will:

- Expertise in managing contracts and tenders.
- Accelerate the delivery of real value.
- Minimize non-value-adding activities.
- Enhance collaboration between personnel, customers, and suppliers.
- Lower total cost of ownership TCO.
- Amplify supplier performance and management.

Course Content:

Unit 1: Introduction to What is Procurement and Contract Management:

- Welcome and Course Objectives Overview.
- Clarify the Role of Procurement in Management.
- Explore Purchasing Functions within Procurement.
- Define the Team's Role in Procurement Processes.
- Analyze Make or Buy Decisions in Procurement Planning.
- Q&A Session and Homework Assignment.

Unit 2: Sourcing Analysis and Supplier Evaluation:

- Recap of Previous Session.
- Review of Homework Assignments.
- Implement Sourcing Analysis and Strategies.
- In-depth Supplier Evaluation Exercises.
- Engage in Buyer-Seller Negotiations.
- Embrace the Win-Win Negotiation Approach.
- Q&A Session and Homework Assignment.

Unit 3: Effective Negotiation and Procurement Execution:

- Quick Review of Previous Material.
- Homework Feedback.
- Processes of Communication.
- Identify Personality Types in Negotiations.
- Practical Negotiation Sessions.
- Execute Procurement Strategies.
- Understand INCOTERMS International Commerce Terms.
- Q&A Session and Homework Assignment.



Unit 4: Tenders and Contract Management:

- Assess Previous Lessons Learned.
- Analyze Homework Solutions.
- Explore Tender Information and Processes.
- Examine Contract Documents and Classifications.
- Understand Security Deposits and Contractor Qualifications.
- Q&A Session and Homework Assignment.

Unit 5: Supplier Management and Procurement Metrics:

- Final Review Session.
- Homework Solution Discussion.
- Follow Contract Management Good Practices.
- Investigate Procurement Documents for Accuracy.
- Measure and Evaluate Supplier Performance.
- Learn Key Procurement Metrics and How to Apply Them.
- Discuss Procurement Law and Purchasing Ethics.
- Case Studies: Determining the Optimal Order Quantities.
- Q&A Session and Application Exercises.