



Tendering, Procurement, and  
Negotiation Skills Training





# Tendering, Procurement, and Negotiation Skills Training

## Introduction:

This comprehensive tendering, procurement, and negotiation skills training course will equip participants with the expertise to manage effective tendering and procurement activities within their organizations. Enhancing their negotiation skills is pivotal in ensuring successful outcomes in procurement processes.

Tendering is a crucial function that can greatly impact an organization's financial health. It necessitates precise execution to maximize effectiveness and manage costs. Leadership in contemporary organizations understands that proficiency in managing tenders is essential for augmenting revenue.

This tendering, procurement, and negotiation skills program combines the essentials of tendering with procurement skills, aiming to identify and implement the best practices during the early stages of the contracting process. The intention is to enable participants to take the necessary steps to generate optimal total value for their organizations through effective procurement negotiation training and an in-depth understanding of the tendering process.

Effective procurement negotiation is the linchpin for achieving favourable contract terms and building valuable supplier relations. In this segment tendering, procurement, and negotiation skills course, participants gain hands-on experience in procurement negotiations, learning to leverage techniques that encompass both the strategic and tactical aspects of negotiation within procurement settings.

The tendering, procurement, and negotiation skills training covers various negotiation scenarios with practical exercises, ensuring that procurement professionals leave with a sharpened negotiation skill set appropriate for various procurement contexts.

## Targeted Groups:

- Contracts professionals.
- Purchasing professionals.
- Project planning personnel.
- Procurement professionals who are responsible for negotiations.
- This tendering, procurement, and negotiation skills training course is for other individuals involved in planning, evaluating, preparing, and managing tenders, specifications, and procurement activities who seek to achieve excellence within their organizations.

## Course Objectives:

Upon completion, participants in this tendering, procurement, and negotiation skills course should be able to:

- Discuss elements of a good procurement process.
- Develop methods of contractor performance measurement.
- Learn methods of tender evaluation.
- Analyze competitive bidding processes.
- Produce tender evaluation criteria.
- Select the right procurement strategy.
- Review contract strategies.
- Improve procurement and negotiation skills.
- Learn about the methods of tender evaluation.
- Understand the selection of new suppliers.
- Apply past supplier performance for better selection.
- Evaluate how cost savings are transferred to the organization's bottom line.

## Targeted Competencies:

At the end of this tendering, procurement, and negotiation skills course, the target competencies will be able to develop the following:

- Enhance the effectiveness of roles within the organization.
- Expertise in tendering processes.
- Identify and implement cost reduction opportunities.
- Advanced control of procurement negotiations.
- Transform supplier relationships through procurement and tendering processes.

## Course Content:

### Unit 1: How Tendering and Procurement Aligns with the Organization Strategy:

- Influence of the external environment.
- Adapting to new business models.
- Critical supply strategies.
- Transforming the supplier relationship.
- Mastering the procurement cycle.

### Unit 2: The Tendering Process:

- Elements of a good procurement and competitive bidding process.
- Selecting the right contracting strategy.
- Stages in the tendering process.
- Developing tender evaluation criteria.
- Negotiating with short-listed suppliers.
- Determining if a good price was obtained.

### **Unit 3: Advanced Procurement Skills:**

- Deepening supplier relationships.
- Defining the organization's objective in supplier relationships.
- Being an exemplary customer.
- Distinctions between Supplier Relationship Management SRM and collaboration.
- Optimizing the supply base.

### **Unit 4: The Negotiation Process:**

- Steering clear of contentious negotiations.
- Effective communication techniques.
- Innovative influence techniques.
- Grasping the negotiator's power dynamics.
- Handling negotiation pressure points and countermeasures.

### **Unit 5: Implementing Improvements in the Organisation:**

- Attraction and retention of procurement management talent.
- Crafting a realistic personal action plan for improvement.
- Business continuity and contingency planning for procurement.
- Unpacking activity-based costing.
- Pathways for procurement contribution to the organization's finances.

In each unit, procurement negotiation skills training and an understanding of negotiation skills for procurement professionals will be emphasized.

The tendering, procurement, and negotiation skills course will guide participants through the intricacies of procurement and negotiation, ensuring they are equipped with the tools and techniques to execute successful procurement tendering and negotiation processes.