BLACKBIRD FOR TRAINING

General management of procurement & budget analysis



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Introduction

This course is designed to enhance the skills of procurement professionals and senior buyers within organizations. It explores advanced procurement strategies and negotiation techniques, as well as business continuity and emergency planning for procurement, all practiced through simulations. Participants will learn how to strategically position the procurement department, increase its effectiveness, and reduce costs throughout the supply chain.

Course Objectives

By the end of this course, participants will:

- Review key procurement strategies and learn how to apply them effectively in procurement management.
- Gain understanding of activity-based cost estimation and its impact on procurement management.
- Develop the necessary skills to build and maintain good supplier relationships.
- Study business continuity and emergency planning specific to procurement to ensure uninterrupted supply chains.
- Learn how to plan for successful negotiations and evaluate supplier strengths and weaknesses.
- Acquire essential skills for developing procurement strategies and optimizing budget planning.

Course Outlines

Day 1: Procurement Performance

- Introduction to Procurement: The contribution of procurement to organizational success.
- Supply Chain Impact: Understanding how procurement affects the broader supply chain.
- External Environmental Influences on procurement.
- Procurement Organizations and their role in enhancing procurement processes.
- Procurement Cycle: Overview of the procurement process from initiation to completion.
- Procurement Systems: Evaluation and integration of modern procurement systems.
- Critical Sourcing Strategies: How to identify and engage the right suppliers.
- Category Breakdown Process: Optimizing procurement strategies through categorization.



Day 2: Supplier Relationship Management

- Transforming Supplier Relationships: Building long-term and mutually beneficial partnerships.
- Supplier Specifications: How to define and communicate clear expectations.
- Working with End-Users: How to involve end-users to ensure procurement aligns with organizational needs.
- Appropriate Supplier Methodologies: Best practices for supplier selection and engagement.
- Total Cost Approach: Evaluating the true cost of supplier relationships.
- Communication, Trust, and Credibility: Key factors in successful supplier partnerships.
- Reducing Supplier Base: Streamlining the supplier network to increase efficiency and effectiveness.

Day 3: Advanced Negotiation Skills

- Avoiding Confrontational Negotiations: Developing collaborative approaches.
- Effective Listening Skills: How to truly understand the counterpart's needs.
- Negotiating with Difficult People: Strategies for handling tense negotiations.
- Dealing with Backdoor Selling: Identifying and managing issues that arise from behind-the-scenes tactics.
- Powerful Phrases Used by Buyers: Key phrases to steer negotiations in your favor.
- Negotiating on Pressure Points: Recognizing and leveraging critical negotiation factors.
- Tactics and Countermeasures: How to handle various negotiation strategies from the other party.
- Leadership in Procurement: Developing leadership skills for procurement professionals.

Day 4: Verbal, Non-Verbal, and Written Communication Techniques

- Effective Communication: How to improve work productivity and reduce effort.
- Building Trust through open communication.
- Analyzing Human Reactions to Change: Preparing for emotional and practical responses during change.
- Identifying Communication Methods: Understanding how to tailor communication to the audience.

Day 5: Budgeting from a Strategic Perspective for Procurement Management

- Formulating the Company's Strategy: The relationship between procurement and company goals.
- SWOT Analysis: How to analyze the internal and external environment.
- Translating Strategy into a Balanced Scorecard: Using strategic objectives for actionable goals.
- Tactical Objectives and Their Role: Aligning short-term goals with long-term vision.
- Linking Budgets to Strategy: Understanding the connection between budget analysis and strategic goals.
- Role of the Budget Committee: Ensuring alignment between the procurement department and organizational budget.
- Basic Guidelines for Building the Budget: Practical steps for crafting an effective budget.



Why Attend This Course? Wins & Losses!

- Master advanced negotiation techniques that lead to better supplier relationships and reduced costs.
- Apply procurement strategies to enhance your department's performance and streamline supply chain operations.
- Learn how to plan for business continuity and emergency planning in procurement, ensuring operational resilience.
- Acquire the skills necessary for successful negotiations that align with organizational goals.
- Gain valuable insights into budget analysis and its role in optimizing procurement processes.

Conclusion

This course provides the knowledge and tools needed to improve your procurement management skills, from advanced procurement strategies and negotiation techniques to budget analysis and supplier relationship management. By attending, you will gain critical insights into optimizing procurement processes, reducing costs, and strategically aligning procurement with your organization’s long-term goals.

If you're a procurement professional looking to enhance your expertise or a senior buyer aiming for career growth, this course will empower you with the practical skills required to thrive in a competitive procurement environment.

