Professional Procurement Management Skills

22 – 26 November 2026
Amman (Jordan)



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Introduction

This course is designed to enhance the skills of procurement professionals and senior buyers within organizations. It covers advanced negotiation techniques, procurement strategies, and business continuity and contingency planning specifically for procurement. Through real-world simulations, participants will learn how to maximize the effectiveness of procurement departments, reduce costs across the supply chain, and develop stronger, more strategic supplier relationships. This course emphasizes the strategic importance of procurement and its role in driving value, operational efficiency, and cost savings.

Course Objectives

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

- Review Critical Supply Strategies: Understand and implement key strategies that enhance procurement efficiency.
- Understand Activity-Based Costing: Learn how to apply activity-based costing ABC to optimize procurement spending.
- Build Strong Supplier Relationships: Develop skills for cultivating long-term, mutually beneficial relationships with suppliers.
- Study Business Continuity and Contingency Planning: Understand how to create robust plans to ensure procurement operations continue smoothly during disruptions.
- Plan for Successful Negotiations: Master strategies to conduct negotiations that achieve favorable terms and conditions.
- Evaluate Supplier Strengths and Weaknesses: Learn how to assess suppliers to ensure they meet organizational goals and standards.



Course Outlines

Day 1: Performance Purchasing

- Introduction to Purchasing and its Contribution to the Organization: Understand the role of procurement in organizational success and its influence on the supply chain.
- The Supply Chain and its Influence on Procurement: Learn how procurement fits into the broader supply chain and impacts the overall performance of the business.
- External Environmental Factors: Assess the influence of market trends, political and economic changes on procurement decisions.
- Procurement Cycle and Purchasing Systems: Review the procurement cycle and explore various purchasing systems to optimize efficiency.
- Critical Supply Strategies: Identify the most effective supply strategies to minimize costs and maximize value.
- Category Segmentation Process: Learn how to segment procurement categories to focus on strategic priorities and cost savings.

Day 2: The Supplier Relationship

- Transforming the Supplier Relationship: Explore techniques to build stronger, more collaborative supplier relationships.
- Specifications and Working with End-Users: Understand how to work with end-users to define clear product specifications.
- Supplier Evaluation Criteria: Learn the criteria to evaluate supplier performance and ensure consistency in quality and service.
- Supplier Methodologies and Total Cost Approach: Develop an understanding of different supplier evaluation methods, with a focus on the total cost approach.
- Defining the Organization's Mission in Supplier Relationship Building: Understand the strategic role of procurement in supplier relationship management.
- How to be a Good Customer: Learn best practices for being a customer that suppliers want to work with, fostering long-term partnerships.
- Building Communication, Trust, and Credibility: Understand the critical role of communication in building trust and credibility with suppliers.
- Shrinking the Supplier Base: Learn how to manage and reduce the supplier base while improving procurement efficiency.



Day 3: Advanced Negotiation Skills

- Avoiding Confrontational Negotiating: Discover strategies to keep negotiations professional and avoid confrontations.
- Developing Active Listening Skills: Learn the art of active listening to understand the interests of the other party and improve negotiation outcomes.
- Negotiating with an Angry Person: Develop techniques to stay calm and negotiate effectively when emotions run high.
- Dealing with Back Door Selling: Understand how to handle situations where suppliers attempt to bypass procurement processes.
- Power Closes and Pressure Points: Learn closing techniques and how to manage pressure points during negotiations.
- Negotiating with Untrustworthy Counterparts: Master strategies for dealing with untrustworthy negotiators.
- Tactics and Countermeasures in Negotiation: Explore different negotiation tactics and how to respond to them effectively.

Day 4: Leadership Skills for Procurement Personnel

- Communication Techniques: Enhance verbal, non-verbal, and written communication to foster better collaboration and reduce stress.
- Methods of Productive Communication: Learn communication methods that improve productivity and encourage open interaction.
- Understanding Reactions to Change: Recognize how people react to change and learn strategies to manage these reactions in procurement.
- Interpersonal Interaction Techniques: Learn how to interact effectively with diverse teams and stakeholders to drive success in procurement.

Day 5: Advancing Procurement Contribution

- Attracting and Retaining Talent in Supply Management: Understand how to attract, develop, and retain top talent in the procurement function.
- Supplier Measurement and Rating: Learn the methods for evaluating supplier performance, including vendor rating systems.
- Performance-Based Contracts: Study the steps involved in creating performance-based contracts that align supplier incentives with organizational goals.
- Business Continuity and Contingency Planning: Learn how to implement contingency plans and ensure procurement operations can continue smoothly in the face of disruptions.
- What is Activity-Based Costing ABC?: Gain insights into how ABC can be applied in procurement to better allocate costs.
- Price, Cost, and Value: Understand the relationship between price, cost, and value, and how to use this knowledge to make better procurement decisions.
- How Advanced Procurement Can Improve Organizational Finances: Learn how to optimize procurement processes to drive financial improvement in your organization.



Why Attend This Course: Wins & Losses!

Attending the Procurement Management Skills course offers numerous benefits:

- Master Effective Procurement Strategies: Learn how to implement the best procurement strategies that reduce costs and improve the overall efficiency of the procurement process.
- Advanced Negotiation Skills: Enhance your negotiation techniques to secure better terms, pricing, and conditions with suppliers.
- Enhance Supplier Relationships: Gain skills in supplier relationship management that will help you build stronger, more productive partnerships.
- Business Continuity Planning: Prepare for potential risks by learning to implement contingency plans and ensure procurement continuity.
- Improve Supply Chain Efficiency: Apply supply chain risk management principles to your procurement function, mitigating potential disruptions and improving overall supply chain resilience.
- Boost Organizational Financial Performance: Learn how advanced procurement strategies can drive cost savings and contribute to your organization's financial health.

Conclusion

The Procurement Management Skills course is an invaluable opportunity for procurement professionals to develop advanced skills in negotiation, supplier relationship management, and strategic procurement. By attending, you will gain the practical knowledge and tools needed to optimize your procurement processes, reduce supply chain risks, and contribute to your organization's bottom line.

Register now to enhance your procurement expertise and take your career to the next level.

