

## Professional Procurement Management Skills

*Kuala Lumpur (Malaysia)*

*3 - 7 February 2025*

UK Training

**PARTNER**

## Professional Procurement Management Skills

Code: SC28 From: 3 - 7 February 2025 City: Kuala Lumpur (Malaysia) Fees: 4200 Pound

### Introduction

This course is aimed at improving the skills of the Procurement Professional and Senior Buyers in organizations. Advanced negotiation and procurement techniques, business continuity and contingency planning for procurement are discussed and practised in simulations. The course examines the strategic importance of procurement departments by using concepts and ideas in order to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain.

### Course Objectives of Procurement Management Skills

- Review critical supply strategies.
- Be provided with the concepts of activity-based costing.
- Learn the skills required for good supplier relationships.
- Study business continuity and contingency planning for procurement.
- Learn how to plan for successful negotiations.
- Evaluating the strengths and weaknesses of suppliers.

### Procurement Management Skills Course Outlines

#### Day 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.

#### Day 2

##### The Supplier Relationship

- Transforming the Supplier Relationship.
- Specifications.
- Working with End-users.
- Supplier Evaluation Criteria.
- Appropriate Supplier Methodologies.
- Total Cost Approach.

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- 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.

### Day 3

#### Advanced Negotiation Skills

- Avoiding Confrontational Negotiating.
- Developing Active Listening Skills.
- Negotiating with an Angry Person.
- Dealing with Back Door Selling.
- Power Closes that are used on the Buyer.
- Understanding the other Negotiator's Power.
- Negotiating Pressure Points.
- Negotiating with Untrustworthy Counterpart.
- Negotiation Tactics and Countermeasures.

### Day 4

#### Leadership Skills for Procurement Personnel

- Communication techniques of verbal, non-verbal, and written.
- Methods of communication leading to more productive work and minimizing 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.

### Day 5

#### Advancing Procurement Contribution

- Attract And Retain Supply Management Talent.
- Supplier Measurement.
- Vendor Rating.
- Steps In Developing Performance-Based Contracts.
- Business Continuity and Contingency Planning for Procurement.
- What Is Activity-Based Costing?
- Price Cost and Value.
- Ways that Advanced Procurement can Improve the Organisation's Finances.



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