

The Essentials of Procurement Management Skills

London (UK) - Landmark Office Space - Oxford Street

30 September - 4 October 2024

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The Essentials of Procurement Management Skills

code: SC28 From: 30 September - 4 October 2024 Venue: London (UK) - Landmark Office Space - Oxford Street Fees: 4700 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 practiced in simulations. The course examines the strategic importance of procurement departments by using concepts and ideas to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain.

Course Objectives of The Essentials of Procurement Management Skills

- Review critical supply strategies
- Be provided the concepts of activity-based costing
- Discuss current forces of change
- Learn how to create rapport, build trust and establish credibility in a workgroup
- Understand that communication is vital to successful, productive workgroups
- Learn the skills required for good supplier relationships
- Study business continuity and contingency planning for procurement
- Be taught a category segmentation process
- Learn how to plan in successful negotiations
- Study different approaches in negotiations
- Examine standards of ethics
- Learn how to rate a supplier
- Evaluate the strengths and weaknesses of suppliers

The Essentials of 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

A graphic of a chessboard with several pawns. In the foreground, a large gold king piece stands prominently. Behind it, several smaller pawns, some gold and some silver, are positioned on the board. The background features concentric circles emanating from behind the king piece.

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Day 2

The Supplier Relationship:

- Transforming the Supplier Relationship
- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach
- 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 lead to more productive work and minimize stress
- Communication and interaction openness develops trust
- Identification of interpersonal interaction methods
- Recognizing response 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
- Action Planning
- Business Continuity and Contingency Planning for Procurement

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER'.

- What Is Activity-Based Costing?
- Price Cost and Value
- Ways that Advanced Procurement can Improve Organisation's Finances

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver king piece behind it. The board is checkered, and there are concentric circles in the background.

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International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



training@blackbird-training.com



www.blackbird-training.com

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