

## General management of procurement & budget analysis

*Accra (Ghana)*

*20 - 24 January 2025*

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## General management of procurement & budget analysis

Code: SC28 From: 20 - 24 January 2025 City: Accra (Ghana) Fees: 3300 Pound

### Introduction

This course aims to enhance the skills of procurement professionals and senior buyers within organizations. Advanced negotiation and purchasing techniques, business continuity, and emergency planning for procurement are discussed and practiced through simulations. The course explores the strategic importance of procurement departments using concepts and ideas to increase the effectiveness of the procurement department and consequently reduce costs throughout the supply chain.

### Objectives

- Review important procurement strategies.
- Provide concepts of activity-based cost estimation.
- Learn the necessary skills for good supplier relationships.
- Study business continuity and emergency planning for procurement.
- Learn how to plan for successful negotiations.
- Evaluate the strengths and weaknesses of suppliers.

### Course Outlines

#### Day 1: Procurement Performance

- Introduction to purchasing and its contribution to the organization.
- Supply chain and its impact.
- External environmental influences.
- Purchasing organizations.
- Purchasing cycle.
- Purchasing systems.
- Critical sourcing strategies.
- Category breakdown process.

#### Day 2: Supplier Relationship

- Transforming supplier relationships.
- Specifications.
- Working with end-users.
- Appropriate supplier methodologies.
- Total cost approach.
- Defining the organization's mission in building supplier relationships.
- How to be a good customer.
- Communication, trust, and credibility as key elements.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The board is white and black squares. In the background, there are concentric circles radiating from the center.

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- Reducing the supplier base.

### Day 3: Advanced Negotiation Skills

- Avoiding confrontational negotiations.
- Developing effective listening skills.
- Negotiating with an angry person.
- Dealing with backdoor selling.
- Powerful phrases used by buyers.
- Understanding the other negotiator's power.
- Negotiating on pressure points.
- Negotiating with an untrustworthy counterpart.
- Negotiation tactics and countermeasures.
- Leadership skills for procurement employees.

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

- Communication methods that lead to more productive work and reduced effort.
- Open communication and interaction build trust.
- Identifying interaction methods between individuals.
- Recognizing responses and perceptions to change.
- Analyzing and preparing for human reactions to change.

### Day 5: Budgeting from a Strategic Perspective for Procurement Management

- Formulating the company's strategy.
- Analyzing the company's internal and external environment using SWOT analysis.
- Translating the company's strategy into a strategy map and balanced scorecard.
- Strategic objectives and their role in formulating long-term company goals.
- Tactical objectives and their role in formulating short-term company goals.
- The relationship between budgets, company strategy, and long and short-term company goals.
- The role of the budget committee.
- Basic guidelines for building the budget.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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