



Introduction to Procurement Best Practice (1 day)

This course is aimed at business managers and buyers who are new to Procurement or who wish to gain a better understanding of how a Procurement function can help deliver significantly improved corporate performance and added value.

Course Structure

1) Introduction

- The changing role of Procurement
- How Procurement can be an agent for change

2) Competitive Market

- The affect of global factors
- Market forces and impact
- Seeking and sustaining competitive advantage
- Managing Cost Drivers

Break

3) Why Procurement is Strategic

- The importance of the Procurement function
- Key Purchasing objectives
- Essential Skills
- The organisation structure of a Procurement function

4) Price and Cost

- Cost and Price and the factors that influence them
- Cost analysis – When and How
- Elements of Cost
- Costing Methods

Lunch

5) Procurement Process

- The traditional approach to Procurement

- The team approach
- The Procurement process
- The importance of Procurement planning
- Procurement Plans

6) Segmented Approach to the Supply Chain

- Analysing the Supply Chain
- The Segmented model
- Strategic Procurement options
- Supplier appraisal – How the supplier see the customer

Break

7) Vulnerability Analysis of the Supply Chain

- The need for Risk management
- Risk Areas for Procurement
- Supplier appraisal process – The Team approach
- Risk models – Probability and Impact models

8) Buyer Conditioning

- How Salesmen sell
- Conditioning Methods
- Customers defence against the 'dark arts'

End

Best Practice Procurement Course (3 day)

This course is aimed at experienced Buyers & Senior Buyers who are experienced and have been in role for a few years but who perhaps have not had formal Procurement training recently or who seek to sharpen their skills. Based on a mixture of lectures and team-based workshops/case study exercises, this course will challenge buyers to review how they work and give them insights and knowledge that they can immediately draw upon to deliver greater value to their organisation.

Day 1

- 1) Introduction
- 2) Competitive Market
- 3) Why Procurement is Strategic
- 4) Segmented Approach to the Supply Chain
- 5) Exercise

Lunch

- 6) Price and Cost
- 7) Vulnerability Analysis of the Supply Chain
- 8) Buyer Conditioning
- 9) Exercise

Day 2

- 1) Introduction
- 2) Procurement Process – Introduction
- 3) Procurement Process – Requirement
- 4) Procurement Process – Acquisition Planning

Lunch

- 5) Procurement Process – Supplier Selection
- 6) Contract Law & The Buyer - Part 1
- 7) Procurement Process – Tender Planning
- 8) Exercise

Day 3

- 1) Contract Law & Buyer - Part 2
- 2) Procurement Process – Negotiation and Award
- 3) Procurement Process – Contract Monitoring

Lunch

- 4) Procurement Process – Contract Close
- 5) Procurement Process – Final Comments
- 6) Partnership Sourcing
- 7) Benchmarking

End