

**Course Name: Advanced Procurement Skills**

**Reference Code: Supp 107**

### **About the course:**

**This training course will feature:**

- Review critical supply strategies
- Enhance skills required for good supplier relationships
- Appraise business continuity and contingency planning for procurement
- Study different approaches in negotiations
- Learn how to rate a supplier

### **Course Objective:**

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

- Develop critical supply strategies
- Apply the concepts of activity based costing
- Develop skills required for effective supplier relationships
- Learn how to create rapport, build trust and establish credibility in a work group
- Practise successful negotiations

### **Who Should attend?.**

- Procurement Personnel
- Contracts and Project Personnel
- Engineering, Operational and Maintenance personnel
- Individuals involved in the planning, evaluation, preparation and management of purchases that cover the acquisition of materials, equipment and services
- Individuals who are in organizations whose leadership want high levels of competency in those involved in purchasing activities

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### Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and practice sessions.

- ☐ Relevant computer simulations and videos .
- ☐ Copies of all presentation material.
- ☐ Variety of Learning Methods.
- ☐ Pre-test and final test.
- ☐ Case Study
- ☐ Training Groups.
- ☐ Presentation.
- ☐ Lectures

### Course Outline:

#### Day One: Purchasing and the Organisation

- Purchasing and its contribution to the organisation
- The Supply Chain
- The influence of the External Environment
- Purchasing Organisations
- The Procurement Cycle
- Critical Supply Strategies

#### Day Two: Supplier Management

- Transforming the Supplier Relationship
- Supplier Evaluation Criteria

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- Appropriate Supplier Methodologies
- Total Cost Approach
- How to be a Good Customer
- Shrinking the Supplier Base

### Day Three: Communication and Change

- 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
- Analysing and preparing for the human reaction to change.

### Day Four: Negotiation Techniques

- Avoiding Confrontational Negotiating
- Developing Active Listening Skills
- Negotiating with an Angry Person
- Power Closes that are used on the Buyer
- Understanding the other Negotiator's Power
- Negotiation Tactics and Countermeasures

### Day Five: Managing Procurement Talent

- Attract And Retain Supply Management Talent
- Supplier Measurement
- Vendor Rating
- Action Planning

**Time: 08:00 AM -03:00 PM Numbers of hours: 35 Hours**

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