

Course Name: Purchasing Specialist

Reference Code: Supp 101

About the course:

The course will feature:

- The skills and attributes of world class Purchasing Personnel
- Measuring leading performance
- Selection and application of management strategies
- Understanding the changing International Best Practices
- Managing supplier to obtain best in class results

Course Objective:

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

- Learn how to develop high performance purchasing organisations
- Develop strategic purchasing plans & discuss how to improve internal customer service
- Appreciate and see the analytics that guide procurement strategies
- Explore many ways of reporting Key Performance Indicators (KPIs)
- Understand the most important competencies for purchasing personnel

Who Should attend?.

This course is suitable to a wide range of professionals, but will greatly benefit:

- Procurement and Contracts personnel
- Purchasing, Contract Administration, Projects personnel
- Engineering, Facilities, Finance, and Maintenance Personnel
- Personnel involved in the planning and management of tender process
- Leaders in the acquisition of materials, equipment and services

Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training

Kingdom of Saudi Arabia

101 Business Tower, 8th Floor
Al Jubail 35513, Bldg# 9278 ,KSA
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Tel.: 00966133308334

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: The 1st Steps to Becoming World Class

- Stages to World Class Purchasing
- How Purchasing is viewed today
- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions for Purchasing of the future
- Purchasing Personnel Required Skill Sets

Day Two: Evaluating Your Own Operation

- What are Best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing the Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPIs) for Procurement
- Developing a Company Purchase Price Index

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Day Three: Continuous Improvement and How to Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste in the Supply Chain
- Breaking Down the Elements of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

Day Four: Supplier Management Approaches

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance criteria to Purchasing Decisions
- Process Mapping to Eliminate Low Value Activities
- Applying eProcurement business process

Day Five: Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing and Maintaining a Customer Focus
- Basic Issues in Corruption And Fraud Prevention
- Increasing the Level of Procurement Professionalism
- Keeping Current in the profession

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

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