

€ TRAINING

Conference on Procurement Management
and Administrative Coordination





Conference on Procurement Management and Administrative Coordination

Introduction:

This conference on Procurement Management and Administrative Coordination is designed to provide participants with the knowledge and skills necessary to enhance procurement processes and administrative coordination within their organizations. It will empower them with the latest practices and strategies in procurement, with a focus on effective administrative integration.

Program Objectives

By the end of this program, participants will be able to:

- Understand the fundamental principles of procurement management.
- Develop effective administrative coordination skills.
- Apply best practices in procurement processes.
- Enhance communication and coordination between different departments.
- Acquire market analysis and supplier negotiation skills.
- Improve administrative and operational performance in procurement.

Target Audience:

- Procurement and supply chain managers.
- Administrative coordinators and managers.
- Procurement officers and staff.
- Supply chain professionals.
- Anyone involved in the procurement and administrative functions within an organization.

Program Outline:

Unit 1:

Fundamentals of Procurement Management:

- Introduction to Procurement and Supply Chain Management.

- The Role of Procurement in Organizations.
- Procurement Processes and Best Practices.
- Legal and Ethical Considerations in Procurement.
- Procurement Documentation and Record Keeping.
- Key Performance Indicators KPIs in Procurement.

Unit 2:

Strategic Sourcing and Supplier Management:

- Market Analysis and Research.
- Supplier Selection and Evaluation Criteria.
- Negotiation Techniques and Strategies.
- Supplier Relationship Management SRM.
- Risk Management in Procurement.
- Contract Management and Administration.

Unit 3:

Administrative Coordination and Integration:

- Principles of Administrative Coordination.
- Effective Communication and Collaboration.
- Coordinating Cross-Functional Teams.
- Project Management for Procurement Initiatives.
- Workflow and Process Optimization.
- Technology and Tools for Administrative Coordination.

Unit 4:

Enhancing Organizational Performance:

- Aligning Procurement Strategies with Organizational Goals.
- Performance Measurement and Continuous Improvement.

- Cost Reduction and Value Creation in Procurement.
- Managing Change and Innovation in Procurement.
- Developing Leadership Skills in Procurement and Administration.
- Case Studies and Best Practices.

Unit 5:

Preparing for Implementation:

- Creating Action Plans for Procurement Improvement.
- Implementing New Procurement Strategies and Practices.
- Training and Development for Procurement Teams.
- Monitoring and Evaluating Procurement Performance.
- Building a Culture of Excellence in Procurement.