

€ TRAINING

Managing the Procurement Process





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Introduction:

This training program is designed to equip professionals with the essential skills and knowledge to effectively manage procurement activities within their organizations. It empowers them to streamline procurement processes, enhance supplier relationships, and achieve cost efficiencies.

Program Objectives:

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

- Understand the fundamentals of the procurement process and its significance.
- Develop comprehensive procurement plans aligned with organizational goals.
- Implement effective supplier selection and management strategies.
- Negotiate contracts successfully to achieve favorable terms.
- Utilize procurement technologies to enhance efficiency and transparency.
- Ensure compliance with legal and ethical standards in procurement.

Targeted Audience:

- Procurement managers and officers.
- Purchasing professionals.
- Supply chain managers.
- Contract managers.
- Anyone involved in managing procurement processes.

Program Outline:

Unit 1:

Fundamentals of Procurement:

- Overview of procurement principles and key concepts.
- The procurement cycle and its stages.

- Importance of strategic procurement planning.
- Legal and ethical considerations in procurement.
- Case studies on successful procurement initiatives.

Unit 2:

Procurement Planning and Strategy:

- Developing procurement plans and strategies.
- Identifying procurement needs and requirements.
- Budgeting and financial planning for procurement.
- Risk assessment and management in procurement.
- Aligning procurement with organizational objectives.

Unit 3:

Supplier Selection and Management:

- Supplier identification and qualification.
- Developing criteria for supplier selection.
- Building and maintaining supplier relationships.
- Supplier performance evaluation and monitoring.
- Mitigating supplier-related risks.

Unit 4:

Contract Negotiation and Management:

- Principles and techniques of contract negotiation.
- Preparing for negotiations and setting objectives.
- Structuring contracts to protect organizational interests.
- Managing contract performance and compliance.
- Resolving contract disputes and issues.

Unit 5:

Technology and Innovation in Procurement:

- Role of technology in modern procurement processes.
- E-procurement systems and their benefits.
- Use of data analytics in procurement decision-making.
- Automating procurement processes for efficiency.
- Future trends in procurement technology.