

# € TRAINING

Purchasing Management





# Purchasing Management

## Introduction:

This training program is designed to equip participants with the essential skills and knowledge in purchasing management. It empowers them to streamline purchasing processes and contribute to organizational success.

## Program Objectives:

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

- Understand the fundamentals of purchasing management.
- Develop effective procurement strategies.
- Manage supplier relationships and performance.
- Conduct successful contract negotiations.
- Optimize inventory management and control.

## Targeted Audience:

- Procurement managers and officers.
- Purchasing professionals.
- Supply chain managers.
- Operations managers.
- Anyone involved in the purchasing process.

## Program Outline:

### Unit 1:

#### Fundamentals of Purchasing Management:

- Introduction to purchasing principles and concepts.
- The role of purchasing in supply chain management.
- Purchasing process: From requisition to payment.

- Legal and ethical considerations in purchasing.
- Case studies on effective purchasing management.

## Unit 2:

### Procurement Strategies and Best Practices:

- Developing procurement plans and strategies.
- Sourcing and supplier selection techniques.
- Cost management and reduction strategies.
- Sustainable procurement practices.
- Risk management in procurement.

## Unit 3:

### Supplier Relationship Management:

- Building and maintaining strong supplier relationships.
- Supplier performance evaluation and improvement.
- Techniques for effective communication with suppliers.
- Conflict resolution and negotiation with suppliers.
- Case studies on successful supplier management.

## Unit 4:

### Contract Negotiation Skills:

- Principles of contract negotiation.
- Preparation strategies for successful negotiations.
- Tactics and techniques for effective negotiation.
- Managing and mitigating negotiation risks.
- Post-negotiation contract management.

## Unit 5:

## Inventory Management and Control:

- Fundamentals of inventory management.
- Inventory control techniques and systems.
- Demand forecasting and inventory planning.
- Just-in-time JIT inventory systems.
- Case studies on inventory optimization.