

# € TRAINING

Procurement Best Practices





# Procurement Best Practices

## Introduction:

This training program is designed to provide participants with the knowledge and skills necessary to implement best practices in procurement. It empowers them to drive efficiency and effectiveness in their procurement processes, ultimately contributing to organizational success.

## Program Objectives:

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

- Understand and apply fundamental procurement principles and best practices.
- Develop and implement effective procurement strategies.
- Manage supplier relationships and evaluate supplier performance.
- Negotiate contracts to achieve favorable terms and conditions.
- Optimize procurement processes for improved efficiency and cost savings.

## Targeted Audience:

- Procurement Managers and Officers.
- Purchasing Professionals.
- Supply Chain Managers.
- Sourcing Specialists.
- Operations Managers.

## Program Outline:

### Unit 1:

#### Fundamentals of Procurement:

- Introduction to procurement principles and processes.
- Procurement lifecycle and strategies.
- Legal and ethical considerations in procurement.

- Understanding procurement's role in organizational success.
- Case studies on successful procurement practices.

## Unit 2:

### Developing Effective Procurement Strategies:

- Strategic sourcing and category management.
- Spend analysis and cost management.
- Risk management in procurement.
- Sustainable and ethical procurement practices.
- Implementing procurement strategies.

## Unit 3:

### Supplier Management and Performance Evaluation:

- Supplier selection and qualification criteria.
- Building and maintaining strong supplier relationships.
- Supplier performance metrics and evaluation.
- Managing supplier risk and ensuring compliance.
- Strategies for supplier development and improvement.

## Unit 4:

### Contract Negotiation Techniques:

- Principles of contract negotiation.
- Preparing for negotiations and setting objectives.
- Effective negotiation tactics and techniques.
- Managing and resolving negotiation conflicts.
- Post-negotiation contract management.

## Unit 5:



## Optimizing Procurement Processes:

- Streamlining procurement processes for efficiency.
- Leveraging technology in procurement e-procurement systems.
- Inventory management and demand forecasting.
- Measuring and improving procurement performance.
- Continuous improvement in procurement operations.