

€ TRAINING

Mastering Contracting and Purchasing





Mastering Contracting and Purchasing

Introduction:

This training program provides participants with a thorough understanding of the essential principles and advanced techniques in purchasing and contracting. It empowers them to implement best practices that enhance operational efficiency and drive organizational success.

Program Objectives:

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

- Understand the fundamental principles of purchasing and contracting.
- Develop skills to optimize procurement processes.
- Learn techniques for effective negotiation and contract management.
- Implement strategies to reduce costs and enhance efficiency.
- Enhance supplier relationship management skills.

Targeted Audience:

- Procurement Professionals.
- Contract Managers.
- Supply Chain Managers.
- Purchasing Officers.
- Legal Professionals.
- Business Executives.

Program Outline:

Unit 1:

Fundamentals of Purchasing:

- Overview of purchasing principles and processes.
- Role of purchasing in the supply chain.

- Identifying and selecting suppliers.
- Developing purchasing strategies.
- Case studies on successful purchasing practices.

Unit 2:

Procurement Planning:

- Importance of procurement planning.
- Steps in developing a procurement plan.
- Aligning procurement with organizational goals.
- Budgeting and cost estimation.
- Case studies on effective procurement planning.

Unit 3:

Supplier Selection and Evaluation:

- Criteria for selecting suppliers.
- Techniques for evaluating supplier performance.
- Supplier risk assessment and mitigation.
- Building and maintaining supplier relationships.
- Case studies on supplier selection and evaluation.

Unit 4:

Contract Negotiation:

- Principles of effective negotiation.
- Strategies for successful contract negotiation.
- Techniques for achieving win-win outcomes.
- Managing negotiation impasses and conflicts.
- Case studies on contract negotiation.

Unit 5:

Contract Drafting and Formation:

- Key elements of a contract.
- Best practices in drafting clear and enforceable contracts.
- Common clauses in purchasing and contracting agreements.
- Legal considerations in contract formation.
- Case studies on contract drafting.

Unit 6:

Contract Management and Administration:

- Techniques for effective contract management.
- Monitoring contract performance and compliance.
- Managing contract amendments and modifications.
- Ensuring adherence to contractual obligations.
- Case studies on contract management and administration.

Unit 7:

Risk Management in Purchasing and Contracting:

- Identifying risks in procurement and contracting.
- Strategies for risk mitigation and management.
- Developing a risk management plan.
- Handling disputes and breaches of contract.
- Case studies on risk management.

Unit 8:

Cost Control and Reduction:

- Techniques for controlling procurement costs.
- Implementing cost reduction strategies.

- Leveraging economies of scale and scope.
- Negotiating better pricing and terms.
- Case studies on cost control and reduction.

Unit 9:

Ethical and Sustainable Purchasing:

- Principles of ethical procurement.
- Incorporating sustainability in purchasing decisions.
- Addressing social and environmental considerations.
- Ensuring compliance with ethical standards.
- Case studies on ethical and sustainable purchasing.

Unit 10:

Technology in Purchasing and Contracting:

- Role of technology in modern procurement.
- Utilizing e-procurement tools and platforms.
- Implementing procurement software and systems.
- Enhancing procurement processes through automation.
- Case studies on technology in purchasing and contracting.