

€ TRAINING

Consultancy and Services Procurement
Management



15 - 19 September 2024
Cairo (Egypt)



Consultancy and Services Procurement Management

REF: L1214 DATE: 15 - 19 September 2024 Venue: Cairo (Egypt) - Fee: 4095 Euro

Introduction:

This program provides comprehensive training program in purchasing and procurement, emphasizing the strategic role of purchasing in organizational success. It empowers participants to drive efficiency and value in their organizations.

Program Objectives:

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

- Understand purchasing's strategic role.
- Manage the purchasing process and develop strategies.
- Create, assess, and integrate supplier specifications.
- Analyze costs, use price indices, and evaluate suppliers.
- Evaluate bids, handle tenders, and manage agreements.
- Address contract issues, negotiate effectively, and close performance gaps.

Targeted Audience:

- Business leaders and executives.
- Procurement managers.
- Supply chain professionals.
- Purchasing officers.
- Contract managers.
- Financial analysts.
- Operations managers.
- Consultants in procurement and supply chain management.

Program Outlines:

Unit 1:

The Role of Purchasing in the Company:

- Introduction to Purchasing and its Contribution to the Organisation.
- Dealing with the Problem of being a "go-between".
- Purchasing Process and Cycle of Procurement.
- Vision, Mission, and Value of Purchasing.
- Where to Find Performance Improvement?

Unit 2:

Developing the Purchasing Strategy:

- Developing Purchase Agreements.
- Importance of being involved in Creating the Specification.
- Criteria for Pre-qualifying Suppliers.
- Integrating the Supplier Selection Process.
- Positioning your need and your value against the Market.

Unit 3:

Selecting the Right Supplier & Evaluating Performance:

- Conditioning the Supplier to meet your Requirement.
- The Total Cost approach to Purchasing.
- Analyzing Cost and value.
- Using Price Indices.
- Performance Evaluation.

Unit 4:

Tendering and Analysing the Bid:

- Types of Tender.
- Evaluating a Bid Objectively.
- Methods of Payment.

- Expediting the Agreement.
- What if the Contract Fails to Deliver? - legal issues.

Unit 5:

Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing:

- Different Styles of Negotiation.
- Obstacles to Effective Negotiation.
- Phases of a Negotiation.
- What to do and what not to do.
- Evaluating Performance Gaps.