



Procurement Excellence



30 September -
4 October 2024
London (UK)
Landmark Office Space



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REF: L1759 DATE: 30 September - 4 October 2024 Venue: London (UK) - Landmark Office Space Fee: 5850 Euro

Introduction:

This training program aims to equip procurement professionals with advanced skills in procurement, bidding, supplier selection, and negotiation. It empowers them to drive excellence in procurement practices and achieve optimal outcomes for their organizations.

Program Objectives:

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

- Understand the fundamentals of procurement, bidding, supplier selection, and negotiation.
- Develop effective bidding strategies to maximize value and minimize risk.
- Employ robust supplier selection methodologies to identify and onboard the best suppliers.
- Conduct successful negotiations that result in mutually beneficial agreements.
- Apply best practices to enhance procurement efficiency and effectiveness.

Targeted Audience:

- Procurement managers and officers.
- Purchasing professionals.
- Supply chain managers.
- Contract managers.
- Anyone involved in procurement, bidding, supplier selection, and negotiation processes.

Program Outline:

Unit 1:

Fundamentals of Procurement:

- Introduction to procurement principles and processes.
- Understanding the procurement lifecycle.
- Legal and ethical considerations in procurement.

- Procurement strategies and best practices.
- Case studies on successful procurement initiatives.

Unit 2:

Effective Bidding Strategies:

- Overview of the bidding process.
- Developing bid documents and evaluation criteria.
- Bid evaluation techniques and scoring methods.
- Managing bid protests and disputes.
- Lessons learned from bidding experiences.

Unit 3:

Supplier Selection Techniques:

- Supplier qualification and prequalification criteria.
- RFP Request for Proposal and RFQ Request for Quotation processes.
- Supplier risk assessment and management.
- Supplier performance evaluation and monitoring.
- Building strategic supplier relationships.

Unit 4:

Advanced Negotiation Skills:

- Principles of negotiation and negotiation styles.
- Preparation strategies for successful negotiations.
- Tactics and techniques for effective negotiation.
- Handling difficult negotiations and overcoming obstacles.
- Negotiation simulation exercises and role-playing scenarios.

Unit 5:

Best Practices in Purchasing Negotiation:

- Understanding buyer and seller motivations.
- Creating value through negotiation.
- Establishing negotiation objectives and targets.
- Negotiating price, terms, and conditions.
- Post-negotiation relationship management.