

# € TRAINING

Consultancy and Services Procurement  
Management



19 - 23 August 2024  
Kuala Lumpur (Malaysia)



# Consultancy and Services Procurement Management

REF: L1214 DATE: 19 - 23 August 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 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.