


€ TRAINING

Certified Professional Procurement
Specialists

A group of four smiling professionals (three men and one woman) in a meeting room, wearing white shirts, sitting around a table. The woman in the foreground is wearing a black top and a necklace. The background is blurred, showing a modern office environment.

15 - 26 July 2024
Geneva (Switzerland)



Certified Professional Procurement Specialists

REF: L2568 DATE: 15 - 26 July 2024 Venue: Geneva (Switzerland) - Fee: 11145 Euro

Introduction:

This program is designed to prepare participants for the certification exam only.

This training program equips participants with essential skills and knowledge for excellence in procurement. It empowers them to lead procurement initiatives and drive operational efficiency.

Program Objectives:

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

- Apply fundamental principles of procurement to their organizational functions.
- Utilize effective supplier management and negotiation strategies to enhance procurement processes.
- Develop strategic procurement plans aligned with organizational objectives.
- Optimize procurement operations and processes for efficiency and effectiveness.
- Demonstrate ethical conduct and compliance with legal and regulatory requirements in procurement practices.
- Prepare for successful completion for the Certification Exam.

Targeted Audience:

- Procurement Managers and Officers.
- Supply Chain Managers and Analysts.
- Purchasing Professionals.
- Sourcing Specialists.
- Inventory and Logistics Managers.

Program Outlines:

Unit 1:

Fundamentals of Procurement Management:

- Introduction to Procurement and its Strategic Importance.

- Key Principles of Supply Chain Management.
- Procurement Process: From Sourcing to Payment.
- Overview of Procurement Certification.
- Understanding the Role of Procurement in Organizational Success.

Unit 2:

Supplier Management and Negotiation Strategies:

- Supplier Selection Criteria and Evaluation.
- Developing Strong Supplier Relationships.
- Effective Negotiation Techniques in Procurement.
- Contract Management and Performance Metrics.
- Strategies for Resolving Conflicts and Fostering Collaboration with Suppliers.

Unit 3:

Strategic Procurement Planning:

- Aligning Procurement with Organizational Strategy.
- Category Management and Strategic Sourcing.
- Risk Management in Procurement.
- Sustainable Procurement Practices.
- Developing Strategic Procurement Plans to Support Organizational Objectives.

Unit 4:

Procurement Operations and Process Optimization:

- Purchase Requisition to Purchase Order Workflow.
- Inventory Management and Demand Forecasting.
- E-Procurement and Technology Tools.
- Lean Procurement Practices for Efficiency.
- Implementing Continuous Improvement Initiatives to Optimize Procurement Processes.

Unit 5:

Advanced Supplier Relationship Management:

- Strategic Partnerships with Key Suppliers.
- Supplier Performance Evaluation and Improvement.
- Collaborative Innovation with Suppliers.
- Supplier Risk Management.
- Long-Term Supplier Development Strategies.

Unit 6:

Procurement Risk Management:

- Identifying and Assessing Procurement Risks.
- Developing Risk Mitigation Strategies.
- Managing Supplier Risks.
- Compliance and Regulatory Risks in Procurement.
- Contingency Planning for Procurement Disruptions.

Unit 7:

Sustainable and Ethical Procurement:

- Principles of Sustainable Procurement.
- Ethical Sourcing and Fair Trade Practices.
- Environmental Impact of Procurement Decisions.
- Social Responsibility in Supply Chains.
- Implementing Sustainable Procurement Policies.

Unit 8:

Technology and Digital Transformation in Procurement:

- E-Procurement Systems and Tools.

- Digital Procurement Strategies.
- Role of Data Analytics in Procurement.
- Automation and AI in Procurement Processes.
- Future Trends in Procurement Technology.

Unit 9:

Performance Measurement and Continuous Improvement:

- Key Performance Indicators KPIs for Procurement.
- Procurement Performance Metrics.
- Continuous Improvement Methodologies.
- Benchmarking and Best Practices.
- Procurement Performance Management System.

Unit 10:

Ethics, Compliance, and Exam Preparation:

- Ethical Considerations in Procurement.
- Legal and Regulatory Aspects of Procurement.
- Certification Exam Preparation.
- Tips for Successful Exam Taking.
- Summary and Review of Key Concepts.

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