

# € TRAINING

The Certificate In Procurement And Supply  
Operation 2

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is blurred, showing a modern office environment with large windows.

26 - 30 August 2024  
Rome (Italy)



# The Certificate In Procurement And Supply Operation 2

REF: L2617 DATE: 26 - 30 August 2024 Venue: Rome (Italy) - Fee: 6555 Euro

## Introduction:

This program is designed to prepare participants for the certification exam only so the program is designed for individuals who are starting their career in procurement and supply chain management or those who have minimal experience in the field. This training program provides foundational knowledge and skills necessary for effective procurement and supply operations, aligning with the standards set by the Chartered Institute of Procurement & Supply CIPS.

## Program Objectives:

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

- Understanding Procurement and Supply Concepts: Develop a solid understanding of procurement and supply fundamentals, including terminology, processes, and best practices.
- Operational Proficiency: Gain practical skills to manage procurement and supply operations efficiently, focusing on cost control, quality management, and timely delivery.
- Ethical and Sustainable Practices: Learn about the importance of ethics and sustainability in procurement and how to implement these practices in everyday operations.
- Supplier Relationships: Understand how to establish and maintain effective relationships with suppliers to ensure a reliable and quality supply chain.
- Risk Management: Acquire the ability to identify, assess, and mitigate risks associated with procurement and supply operations.

## Targeted Audience:

- Aspiring Procurement Professionals.
- Junior Procurement Staff.
- Operational Managers.
- Small Business Owners
- Administrative Staff.

## Program Outline:

Unit 1:

## Introduction to Procurement and Supply:

1. Overview of Procurement and Supply
  - Definition and significance of procurement and supply.
  - Key terms and concepts in procurement.
2. The Role of Procurement in Business
  - Differentiating strategic and operational procurement.
  - Understanding the impact of procurement on overall business performance.
3. The Procurement Cycle
  - Detailed steps in the procurement process.
  - Importance of each step in the procurement cycle.
4. Stakeholders in Procurement
  - Identifying internal and external stakeholders.
  - Effective communication and collaboration with stakeholders.
5. Procurement Functions and Objectives
  - Core functions of procurement within an organization.
  - Setting and aligning procurement objectives with business goals.

## Unit 2:

### Sourcing and Supplier Relationships:

1. Sourcing Strategies
  - Different types of sourcing single, multiple, global.
  - Strategic sourcing processes and benefits.
2. Supplier Selection
  - Criteria for selecting suppliers.
  - Methods for evaluating and choosing suppliers.
3. Supplier Relationship Management SRM
  - Building and maintaining effective supplier relationships.
  - Tools and techniques for SRM.
4. Negotiation Techniques
  - Basics of negotiation in procurement.
  - Strategies for successful negotiations.
5. Supplier Performance Evaluation
  - Monitoring and assessing supplier performance.
  - Developing supplier improvement plans.

## Unit 3:

### Procurement and Supply Documentation:

1. Types of Procurement Documents
  - Overview of Request for Information RFI, Request for Proposal RFP, and Purchase Orders PO.
  - Importance and usage of each document type.
2. Legal Aspects of Procurement
  - Basics of contract law relevant to procurement.
  - Key terms and conditions in procurement contracts.
3. Documentation and Record Keeping
  - Importance of accurate documentation.
  - Methods for efficient record-keeping in procurement.
4. Electronic Procurement e-Procurement

- Introduction to e-Procurement systems.
- Benefits and challenges of implementing e-Procurement.

#### 5. Contract Management

- Key aspects of managing procurement contracts.
- Techniques for ensuring contract compliance and performance.

### Unit 4:

#### Cost and Quality Management:

##### 1. Cost Management in Procurement

- Techniques for analyzing procurement costs.
- Strategies for achieving cost savings.

##### 2. Quality Assurance in Procurement

- Measures for ensuring quality in procurement.
- Managing supplier quality and performance.

##### 3. Total Cost of Ownership TCO

- Understanding the concept of TCO.
- Applying TCO in procurement decision-making.

##### 4. Performance Measurement

- Identifying key performance indicators KPIs for procurement.
- Methods for monitoring and improving procurement performance.

##### 5. Value for Money VFM

- Concepts of VFM in procurement.
- Achieving VFM through effective procurement practices.

### Unit 5:

#### Ethical and Sustainable Procurement:

##### 1. Ethics in Procurement

- Importance of ethical behavior in procurement.
- Common ethical issues and dilemmas.

##### 2. Sustainable Procurement

- Principles and practices of sustainable procurement.
- Implementing sustainable practices in procurement activities.

##### 3. Corporate Social Responsibility CSR

- Role of CSR in procurement.
- Benefits of CSR to businesses and communities.

##### 4. Risk Management in Procurement

- Identifying potential risks in procurement.
- Strategies for mitigating procurement risks.

##### 5. Compliance and Governance

- Importance of compliance in procurement.
- Establishing and maintaining procurement governance frameworks.

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