



LPM 324

ADVANCED PROCUREMENT Management

Course Introduction:

The Advanced Procurement Professional Training Program (APPM) is an intensive program and is designed for procurement and related executives who wish to broaden, sharpen and deepen their procurement management competencies. The APPM integrates the latest procurement management concepts and practices to give participants a firm grounding in the advanced skills and knowledge required for a successful Procurement Professional.

Course Objectives:

After attending this program participants will be better able to:

- Get an in-depth understand the concept of effective procurement
- Prepare procurement strategies and plans
- Develop effective procurement organization
- Develop effective procurement manual
- Utilize IT in procurement
- Manage the procurement process
- Manage and lead the procurement department
- Conduct procurement negotiations
- Manage procurement contracts
- Solve procurement related problems
- Ensure the effective operations of the procurement function
- Explore eProcurement capability for their organization
- Conduct Procurement Management Audits

Who Should Attend?

Procurement and Related Executives who wish to broaden, sharpen and deepen their procurement and related competencies.

Course Outline:

Effective procurement management

- Concept of effective procurement
- Concept of effective management
- Strategic Procurement vs. Operational Procurement
- The procurement professional
- Procurement processes and cycle
- Case study & Exercise

Procurement Strategic Planning

- Formulating Procurement Vision & Mission
- Setting Procurement Strategic Objectives
- Conducting procurement Related Strategic Situation Analyses
- Crafting Procurement Strategic Plan & Programs
- Case study & Exercise

Developing Effective Procurement Organization

- Developing Procurement Organization structure
- Estimating The Require Procurement Manpower
- Developing Effective Procurement Policies & Procedures
- Developing Procurement Performance Management System & Procurement
- Balanced Scorecard
- Case study & Exercise

Procurement Annual Operational Planning

- Setting Annual Procurement Objectives
- Conducting Procurement Operations Related Situation Analyses
- Crafting Procurement Annual Plan & Programs
- Preparing Procurement Annual Budgets
- Case study & Exercise

Procurement Negotiations

- The concept of effective procurement negotiations
- Characteristics of good negotiators
- The process and stages of negotiations
- Negotiation strategies
- Challenges in conducting actual negotiations and how to overcome them
- Case study & Midterm Examination

Routine Procurement Operations

- Preparing and Verifying Request For Procurement
- Preparing Request For Quotations
- Incoterms
- General Terms of Purchase
- Evaluating Quotations
- Order Processing
- Case study & Exercise

Project Procurement & Tendering

- The Tender Process
- Project Procurement Plans
- Invitation to Tenders
- Evaluating Tenders
- Awarding Tenders
- Case study & Exercise

Contract Management

- Principles of Good Contract Management
- Strategies of Contract Management
- Types of Contracts
- Contract Risks and Selecting the right contract structure
- Preparing the Contract
- Effective handling of Contract Performance issues
- Resolving Contract Disputes
- Case study & Exercise

E-Procurement

- What is e-Procurement
- Steps in developing an e-Procurement system
- Pre-requirements for developing an e-Procurement system
- e-Procurement business models
- Components of an e-Procurement system
- e-Procurement processes
- e-Procurement hardware and software
- e-Procurement user administration & security
- Case study & Exercise

Procurement Management Audit

- The 5 W&H of Procurement Management Audit
- Management audit planning & preparation
- Management audit methodology & tools
- Identifying, collecting and verifying the required data
- Analyzing the data
- Preparing the Procurement Management Audit Report
- Case study & Final Examination

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session