



LPM 333

EFFECTIVE PROCUREMENT Management

Course Introduction:

The development and implementation of carefully crafted strategies for the acquisition of all goods, equipment, and services has become a critical issue in all organizations wishing to reduce operating cost while improving quality and productivity. This program explores key concepts forming the basis of strategic procurement and moves through leading edge that confronts the purchasing organization today.

Course Objectives:

- Align spend to organisational strategy
- Broadly how to ascertain purchasing goals and plans
- Select suppliers in tune with strategies
- Manage suppliers to maximise return – including KPI management
- Basic negotiation skills
- Implementation and Management of Cost Reduction Programmes
- Reduce the risk to their supply chains

Who Should Attend?

- Purchasing and Procurement Managers
- Category Managers
- Contract Managers
- Accounts Managers
- Supply Chain Managers
- Office Managers
- Company Secretaries
- Corporate Performance Managers
- Stakeholders who work closely with purchasing/procurement
- Sales staff who want to better understand the approaches buyers use

Course Outline:

It is Time for Procurement to Become Strategic

- Defining Supply Management
- Strategic Sourcing
- New Job Description for Purchasing
- Identifying Competencies and Weaknesses
- Benchmarks for Purchasing

- Reengineering and Restructuring organizations

Developing the Procurement Vision and Mission

- Developing The Strategic Plan
- Supplier Classification Systems
- Supplier Qualification Methods
- Developing Quantitative Evaluations
- Supply Chain Management
- Defining Strategic Supplier Alliances
- The Strategic Alliance Process

The Steps of Strategic Procurement

- Developing Spend Analysis
- Excel Tools for Analysis
- Strategic Sourcing Software
- Methods of Commodity Coding
- Commodity Management
- Developing Key Performance Indicators (KPI) for Procurement
- Supplier Performance Metrics

The Demand for Continuous Improvement

- Driving Down prices through Cost/price Analysis
- Determining and Tracking Cost Drivers
- Cost Containment
- Supplier Collaboration technologies
- The E-Reverse Auction-What is the Future?
- Improving the Purchasing of Maintenance, Repair, Operating (MRO)

Improving the Image Procurement

- Developing and Maintaining a Customer Focus
- Integrating Procurement with other Functions
- Strategies for Identifying and Managing Supply Risk
- Exception Management
- Basic Issues in Corruption and Fraud Prevention
- Increasing the Level of Procurement Professionalism

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