

# € TRAINING

Tendering, Procurement and Negotiation  
Skills



# Tendering, Procurement and Negotiation Skills

## Introduction:

Tendering is the function that costs an organization a great deal of money and this has to be performed correctly to maximize effectiveness and minimize costs. Organizations' executive management everywhere is realizing that Managing Tenders must emerge as a critical core competency if organizations are to increase revenue.

Essential Tendering is linked with Procurement Skills and covered in this program so designed to explore the best practices in the phases of tendering and procurement. This program explores many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization.

## Conference Objectives:

At the end of this conference the participants will be able to:

- Discuss Elements of a Good Procurement Process
- Develop methods of Contractor Performance Measurement
- Learn methods of Tender Evaluation
- Analyze Competitive Bidding Processes
- Produce Tender Evaluation Criteria
- Select the Right Procurement Strategy
- Review Contract Strategies
- Improve Procurement and Negotiation Skills
- Learn about the methods of Tender Evaluation
- Understand how New Suppliers are Selected
- Apply Past Supplier Performance for Better Selection
- Evaluate how Cost Savings Transfer to the Organization's Bottom Line

## Targeted Audience:

- Contracts Professionals
- Purchasing Professionals
- Project Planning Personnel
- Procurement professionals who are responsible for negotiations
- All others who are involved in the planning, evaluation, preparation and management of tenders and specifications that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

## Conference Outlines:

### Unit 1: How Tendering and Procurement Align with the Organization Strategy:

- Influence of the External Environment
- Adapting to New Business Models
- Critical Supply Strategies
- The Procurement Cycle

## Unit 2: The Tendering Process:

- Elements of a good Procurement & Competitive Bidding Process
- Selecting the Right Contracting Strategy
- Stages in the Tendering Process
- Developing Tender Evaluation Criteria
- Negotiating with Short-listed Suppliers
- How do you know you Obtained a Good Price?

## Unit 3: Advanced Procurement Skills:

- Transforming the Supplier Relationship
- Defining the Organization's Mission in building Supplier Relationship
- How to be a Good Customer
- The Difference between SRM and Collaboration
- Shrinking the Supply Base

## Unit 4: The Negotiation Process:

- Avoiding Confrontational Negotiations
- Communication Techniques
- New Techniques in Influencing
- Understanding the Other Negotiator's Power
- Negotiating Pressure Points and Countermeasures

## Unit 5: Implementing Improvements in the Organisation:

- Attract and Retain Procurement Management Talent
- Producing a Realistic Personal Action Plan for Improvement
- Business Continuity and Contingency Planning for Procurement
- What is Activity-Based Costing
- Ways that Procurement can Improve the Organization's Finances