

€ TRAINING

Consultancy & Services Procurement
Management





Consultancy & Services Procurement Management

Introduction:

A five-day intensive training course aimed at developing/strengthening the understanding of the crucial role played by the supplier when procuring consultancy and services for the organization in order to deliver customer satisfaction through an effective supply chain.

Participants will learn how to evaluate the performance of both potential and current suppliers. Assess the factors that comprise and effective tender and conduct effective negotiations that bring long term value to the organization.

Course Objectives:

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

- Identify and reduce procurement risk through the development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organization
- Award contracts on the basis of measured performance/criteria
- Provide a working understanding of the Negotiation process

Targeted Audience:

- Purchasing Professionals
- Those involved in defining the specification and evaluating supplier performance
- Those involved in preparing and analyzing bids
- Those with involvement in supplier relationships
- Those whose role involves negotiation with outside agencies

Course Outlines:

Unit 1: The Role of Purchasing in the Company:

- Introduction to Purchasing and its Contribution to the Organisation
- Dealing with the Problem of being a "go-between"
- Purchasing Process and Cycle of Procurement
- Vision, Mission, and Value of Purchasing
- Where to Find Performance Improvement?

Unit 2: Developing the Purchasing Strategy:

- Developing Purchase Agreements
- Importance of being involved in Creating the Specification
- Criteria for Pre-qualifying Suppliers
- Integrating the Supplier Selection Process
- Positioning your need and your value against the Market

Unit 3: Selecting the Right Supplier & Evaluating Performance:

- Conditioning the Supplier to meet your Requirement
- The Total Cost approach to Purchasing
- Analyzing Cost and value
- Using Price Indices
- Performance Evaluation

Unit 4: Tendering and Analysing the Bid:

- Types of Tender
- Evaluating a Bid Objectively
- Methods of Payment
- Expediting the Agreement
- What if the Contract Fails to Deliver? - legal issues

Unit 5: Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing:

- Different Styles of Negotiation
- Obstacles to Effective Negotiation
- Phases of a Negotiation
- What to do and what not to do
- Evaluating Performance Gaps