€TRAINING

Managing the Procurement Process



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Introduction:

Managing the procurement process is NOT ONLY the business of contracts and procurement departments. Who are also key players in the procurement process? Why do some rigorously selected suppliers fail in performance after the contract award? What are the responsibilities of the clients in the successful or unsuccessful deliverables of suppliers? When there is a dispute between clients and suppliers, how to handle it? Is it even better to minimize or prevent disagreement at all? What are the often missing soft skills in managing the procurement process?

Course Objectives:

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

- Position procurement as a valued and trusted function
- Understand why projects fail and the reasons for failure
- Analyse the difference between the Needs and Wants of the end-user
- Apply powerful interpersonal techniques to improve communication with stakeholders
- Determine the various risk in the procurement process
- Implement a dynamic and ethical evaluation criteria
- Understand the importance of Ethics in the Tender Process
- Improve the negotiation skills and strategy to create a win-win result

Targeted Audience:

- Contracts, Contract Administration Professionals
- Tendering, Purchasing, Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals

Course Outlines:

Unit 1: Procurement Organization & E2E Process:

- Procurement Organizational Design
- Procurement Cost Efficiency Benchmarking
- The E2E Procurement Framework
- Fit-For-Purpose Procurement for Different Categories
- Finance for Non-finance Managers

Unit 2: Contracting Strategy:

- Introducing the Case Study
- Critical Elements in a Contracting Strategy
- When to Apply Contract Remuneration Types
- Identify and Mitigate Procurement Risks
- Develop a Contracting Strategy

Unit 3: Go-To-Market Approaches:

- Company's View
- Suppliers' View
- Supply Market Analysis SWOT Analysis
- Competitive Bidding Process and Documentation
- Outsourcing
- Consortium
- Alliance

Unit 4: Communication, Negotiation, Conflict Management Skills:

- Influencing Skills
- Conflict Management Methodology
- Conflict Management Role Play
- Negotiation Methodology
- Teams Prepare for Deals Negotiation based on Case Study
- Teams Negotiate on Deals

Unit 5: Managing the Contract Post Award and Performance Management:

- Contract Terms & Conditions
- Initiate Contract Start-up
- Contract Performance Management
- Contract Management Plan
- Contract Close-out