



*Training Course:
Simplified Acquisition Procedures*

*2 - 6 September 2024
Geneva (Switzerland)*

Training Course: Simplified Acquisition Procedures

Training Course code: PC1921 From: 2 - 6 September 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

Introduction:

The Simplified Acquisition Procedures SAP training program was designed by Global Horizon Training Center to provide participants with a comprehensive understanding of the SAP process. This training program is designed to equip participants with the necessary skills and knowledge to effectively implement the SAP process in their organizations.

Objectives:

The objectives of this training program are to:

- Understand the SAP process and its benefits
- Learn the legal and regulatory requirements for SAP
- Understand the roles and responsibilities of the SAP team
- Learn how to effectively plan and execute the SAP process
- Learn how to effectively manage SAP contracts

Target Audience:

This training program is ideal for:

- Contracting officers
- Program and project managers
- Procurement specialists
- Small business specialists
- Anyone involved in the procurement process

Outlines:

Day 1:

Introduction to SAP

- Introduction to SAP
- SAP process overview
- Benefits of using SAP
- Legal and regulatory requirements for SAP

Day 2:

Roles and Responsibilities

- Roles and responsibilities of the SAP team
- Contracting officer's representative COR responsibilities
- Small business specialist responsibilities
- Program and project manager responsibilities

Day 3:

Planning and Execution

- Planning for SAP
- Developing a solicitation
- Source selection process
- Contract award and administration

Day 4:

Contract Management

- Contract types
- Contract administration
- Contract modifications
- Contract closeout

Day 5:

Best Practices and Case Studies

- Best practices for SAP
- Case studies
- Lessons learned
- Recap and review

Registration form on the Training Course: Simplified Acquisition Procedures

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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