



*Training Course:  
Good & Best Procurement Practices*

*4 - 15 November 2024  
Accra (Ghana)*

## Training Course: Good & Best Procurement Practices

Training Course code: PC9434 From: 4 - 15 November 2024 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction

The term "procurement" refers to the process of acquiring goods, works and services.

The process spans the whole cycle from identification of needs through to the end of a services contract or the useful life of an asset.

### Course Objectives of Good & Best Procurement Practices

In this program you will learn about...

This comprehensive program empowers participants with the: Current Best Practices in Key areas of Procurement. Last few years have seen the greatest transformation in Procurement Tendering practices than had happened in the last 100 years.

Quality Assurance, TQM, IT and E-Procurement Business Models have evolved that have dramatically increased procurement effectiveness and reduced procurement costs to upto 10% of what they used to be!! 900% savings on 95% of procured items. Experience of the leaders tell full story: British Telecom, BP, Oil Producers and Refiners, Utilities, Automobile Giants all have implemented Procurement Systems to dramatically make similar saving.

This program also prepares you for

- Improving your Current Workflow to bring it in line with Industry Best Practices and
- Preparing to Implement E-Procurement in your organization.

A Must-Attend program for Procurement and Management Staff. A great opportunity to exchange ideas with other procurement professionals from your area.

### Course Outlines of Good & Best Procurement Practices

#### Week 1

- Understanding Organization Procurement Objectives
- Understanding Organizational Procedures
- Legal Contractual Understanding for Procurement Professionals
- Understanding Customer Expectations from Procurement
  - Internal Customers
    - User Departments
    - Management
  - External Customers
  - Ultimate Users
- Step-by-Step Quality Implementation Methodology
  - Meeting the Customer's Stated Needs
  - Meeting the Customer's Real Needs
  - Meeting the Customer's Expectations

- Exceeding the Expectations of Customers
- Good and Best Practice Procurement Processes
  - Competitive
  - Non Competitive Procurement
- Procurement Prequalification Process

## Week 2

- Quality Assurance & Customer Satisfaction Processes
- 4M + C Analysis of Procurement Processes
  - Core Processes
  - Analyzing Processes & Establishing Controls
  - Workflow Improvement
- Continuous Improvement of Procurement Processes
- E-Tendering to Reduce Cost, Reduce Cycle Times and Improve Productivity
- E-Procurement Strategies for Dramatically Reducing Procurement Costs and Cycle Times
- Vendor Development Processes
- Long-Term Procurement Relationships with Suppliers
- Negotiated Contract Process Analysis
- Win-Win Dispute Negotiation and Settlement in Procurement
- Building a Procurement Section Knowledge Base

## Registration form on the Training Course: Good & Best Procurement Practices

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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: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

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

### Payment Method

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

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.