



*Training Course:  
Tendering, Procurement and Negotiation Skills*

*14 - 18 October 2024  
Vienna (Austria)*

## Training Course: Tendering, Procurement and Negotiation Skills

Training Course code: PC4034 From: 14 - 18 October 2024 Venue: Vienna (Austria) - Training Course Fees: 5250 € Euro

### Introduction

Tendering is the function that costs an organization a great deal of money and this has to be performed correctly in order 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. Included in a large number of topics that brings increased professionalism to the important functions of the Tendering and Procurement departments are:

- Developing Tenders
- Analyzing Competitive Bidding Processes
- Producing Tender Evaluation Criteria
- Selecting the Right Procurement Strategy
- Administration of the Procurement and Tender Process
- Negotiation Skills

### Course Objectives of Tendering, Procurement and Negotiation Skills

The goals of this program are to:

- Discuss Elements of a Good Procurement Process
- Develop methods of Contractor Performance Measurement
- Learn methods of Tender Evaluation
- Review Contract Strategies
- Improve Procurement and Negotiation Skills

### Course Process of Tendering, Procurement and Negotiation Skills

Participants will learn by active participation during the program through the use of written materials, exercises, role-playing and discussions on "real life" issues in their organizations.

There will be practical examples and exercises including:

- Analysis of cash flow
- Tendering difficulties
- Negotiation
- Improving the organization's processes

### Course Benefits of Tendering, Procurement and Negotiation Skills

Employees gain from this program by:

- Learning methods of Tender Evaluation
- Discussing how New Suppliers are Selected
- Seeing how to Apply Past Supplier Performance for Better Selection
- Participating in Negotiation Exercises
- Conducting a Case Study in Negotiation
- Evaluating how Cost Savings Transfer to the Organization's Bottom Line

## Core Competencies of Tendering, Procurement and Negotiation Skills

Participants will gain in the following competencies as a result of the program:

- Improve their Effectiveness in their Organization Roles
- Tendering Processes
- Finding and Implementing Cost Reduction Opportunities
- Advance ways of Controlling Negotiations
- Transforming the Supplier Relationship

## Course Outlines of Tendering, Procurement and Negotiation Skills

### Day One

#### How Tendering and Procurement Aligns with the Organization Strategy

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

### Day Two

#### 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?

### Day Three

#### 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

## Day Four

### The Negotiation Process

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

## Day Five

### 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

## Registration form on the Training Course: Tendering, Procurement and Negotiation Skills

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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  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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