



*Training Course:  
Advanced Procurement Skills*

*2 - 6 December 2024  
Accra (Ghana)*

## Training Course: Advanced Procurement Skills

Training Course code: PC4027 From: 2 - 6 December 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

This course is aimed at improving the skills of the Procurement Professional and Senior Buyers in organizations. Advanced negotiation and procurement techniques, business continuity and contingency planning for procurement are discussed and practiced in simulations. The course examines the strategic importance of procurement departments by using concepts and ideas in order to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain.

The program is an opportunity to develop leadership skills that will assist in working better together, learning to handle conflict situations, implementing time management techniques and understanding the need to have an attitude that is accepting of the change. This program is furthermore designed to provide Purchasing Professionals with not only the best practices generally viewed as leading to World-Class performance in procurement activities, but also to provide practical tools and guidance. It is an essential course for the Purchasing Manager and Senior Buyer, and delegates will return to their organization with actual realistic plans on how to make considerable cost savings. Senior managers will also benefit from attending this course as they will be able to make savings in their organizations by ensuring that the tools are implemented.

### Course Objectives of Advanced Procurement Skills

The goals of the program are to allow the participants to:

- Review critical supply strategies
- Be provided the concepts of activity-based costing
- Discuss current forces of change
- Learn how to create rapport, build trust and establish credibility in a workgroup
- Understand that communication is vital to successful, productive workgroups
- Learn the skills required for good supplier relationships
- Study business continuity and contingency planning for procurement
- Be taught a category segmentation process
- Learn how to plan in successful negotiations
- Study different approaches in negotiations
- Examine standards of ethics
- Learn how to rate a supplier
- Evaluating the strengths and weaknesses of suppliers

### Course Benefits of Advanced Procurement Skills

The organization will benefit by:

- Better forward planning to accomplish the organization's objectives
- Better outcomes in transactions with contractors and suppliers
- The reduced total cost of materials & services
- Higher productivity of personnel involved in procurement activities

- Improved contractor/supplier relationships that bring higher performance
- Learn to develop others as leaders
- Learn leadership techniques to develop ownership and establish priorities
- Develop skills in interpersonal interaction to better teamwork
- Acquire useful interpersonal and communication leadership skills

Participants will gain by participation in this program as a result of:

- Better knowledge of how procurement can impact the organization's finances
- A greater sense of professionalism and being able to contribute to the organization's strategic objective
- Greater ability to protect the organization from supply disruptions
- Increased recognition by the organization due to improved performance
- Increased skill sets in advanced phases of strategic procurement
- Develop skills in procurement professionals which will raise capability, skill, and morale

## Core Competencies of Advanced Procurement Skills

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

- Supply risk mitigation
- Critical supply strategies for the future
- Performance-Based Service Contracts
- Advanced negotiation techniques
- Shrinking the supply base
- Transforming the supplier relationship
- Activity-Based Costing
- Change of Leadership
- Communication Leadership
- Negotiation Countermeasures
- Advance ways of controlling negotiations
- Taught by a consultant with years of actual experience in working with major corporations to guide the implementation of best practices

## Course Outlines of Advanced Procurement Skills

### Day One

#### Performance Purchasing

- Introduction to Purchasing and its contribution to the organization
- The Supply Chain and its influence
- Influence of the External Environment
- Purchasing Organisations
- The Procurement Cycle
- Purchasing Systems
- Critical Supply Strategies
- Category Segmentation Process

### Day Two

#### The Supplier Relationship

- Transforming the Supplier Relationship
- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach
- Defining the Organization's Mission In Building Supplier Relationship
- How to be A Good Customer
- Communication, Trust, and Credibility as Key Elements
- Shrinking the Supplier Base

### Day Three

#### Advanced Negotiation Skills

- Avoiding Confrontational Negotiating
- Developing Active Listening Skills
- Negotiating with an Angry Person
- Dealing with Back Door Selling
- Power Closes that are used on the Buyer
- Understanding the other Negotiator's Power
- Negotiating Pressure Points
- Negotiating with Untrustworthy Counterpart
- Negotiation Tactics and Countermeasures

### Day Four

#### Leadership Skills for Procurement Personnel

- Communication techniques of verbal, non-verbal and written
- Methods of communication lead to more productive work and minimize stress
- Communication and interaction openness develops trust
- Identification of interpersonal interaction methods
- Recognizing response to and perceptions of change
- Analyzing and preparing for the human reaction to change

### Day Five

#### Advancing Procurement Contribution

- Attract And Retain Supply Management Talent
- Supplier Measurement
- Vendor Rating
- Steps In Developing Performance-Based Contracts
- Action Planning
- Business Continuity and Contingency Planning for Procurement
- What Is Activity-Based Costing?
- Price Cost and Value
- Ways that Advanced Procurement can Improve the Organisation's Finances
- Course Review and Evaluation

## Registration form on the Training Course: Advanced Procurement 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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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