



*Conference:*  
*Tendering, Procurement and Negotiation Skills*

*22 - 26 December 2024*  
*Manama (Bahrain)*  
*Fraser Suites*

## Conference: Tendering, Procurement and Negotiation Skills

Conference code: CO8230 From: 22 - 26 December 2024 Venue: Manama (Bahrain) - Fraser Suites Conference Fees: 4675 € Euro

### Introduction

This program focuses on enhancing tendering and procurement skills to maximize value and minimize costs. Participants will learn best practices in tender development, competitive bidding, and tender evaluation criteria. Key topics include selecting procurement strategies, administering tender processes, and mastering negotiation skills. Equip yourself to elevate professionalism in tendering and procurement, driving revenue and organizational success.

### Objectives

- 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

### Process

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

### Benefits of Tendering, Procurement and Negotiation Skills

- 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

## Results

- Reduction in Tendering Costs
- Improved Customer Satisfaction
- Reduced Cost of Running the Procurement Management Function

Participants will be able to immediately implement a wide variety of time-tested techniques in Tendering and Procurement Management. During the program they will be exposed to the latest trends in Tendering and Procurement Management that make companies successful; the emphasis being on practical, real-world implementation of modern methods.

## Core Competencies

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

## Outlines

### Day 1: 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 2: 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 3: 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 4: The Negotiation Process

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

#### Day 5: 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 Conference: Tendering, Procurement and Negotiation Skills

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

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- Please find enclosed a cheque made payable to Global Horizon
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