



*Training Course:
Tendering, Procurement and Negotiation Skills*

*30 September - 4 October 2024
Accra (Ghana)*

Training Course: Tendering, Procurement and Negotiation Skills

Training Course code: PC4034 From: 30 September - 4 October 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € 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

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