



*Training Course:  
The Complete Course on Purchasing  
Management*

*19 - 23 August 2024  
Accra (Ghana)*

## Training Course: The Complete Course on Purchasing Management

Training Course code: PC4019 From: 19 - 23 August 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

World-class organizations view the application of best practices in purchasing as being essential skill sets needed by all employees involved in the procurement process. This course focuses on the common "gaps" in a performance that must be filled in order for Supply Management to provide the continuous improvements needed for organizations to meet their strategic objectives.

This Course develops how to be proactive rather than reactive in procurement activities and how to be working on the "right" things that display Purchasing's creativity, flexibility, and supply market knowledge. We establish how to provide and measure purchasing contributions to the organization so that this critical function and all those in it can be elevated to be seen as a core organization competency.

### Course Objectives of Purchasing Management

Participants attending the program will:

- Learn how to develop high-performance purchasing organizations
- Develop strategic purchasing plans
- Discuss how to improve internal customer service
- Determine how to eliminate low value-added processes
- Be taught how to develop spend profiles
- Will be show analytics that to guide procurement strategies
- Explore many ways of reporting key performance indicators KPI
- See how to apply past supplier performance for better selection
- Be presented with the most important competencies for purchasing personnel

### Course Process of Purchasing Management

Participants will increase their knowledge base and skillsets through a variety of instructional methods including a lecture by an experienced practitioner and consultant who has "been there-done that", individual and group

### Course Benefits of Purchasing Management

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

- Increased skill sets in managing purchasing activities
- Greater ability to develop professionalism
- Greater job satisfaction and progress toward advancement
- Increased knowledge about how Procurement should be measured
- Increased recognition by the organization due to improved performance

### Core Competencies of Purchasing Management

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

- Strategic Sourcing
- Developing spend analysis to focus on improvement initiatives
- Cost Containment strategies
- Developing sourcing strategies
- Procurement measurements that really define performance
- Reducing low-value activities

## Course Outlines of Purchasing Management

### Day One

#### The 1st Steps To Becoming World Class

- 4 Stages To World Class
- Let's be honest of how Purchasing is viewed today
- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions For Purchasing of the future
- Purchasing Personnel Required Skill Sets

### Day Two

#### Evaluating Your Own Operation

- What are the best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing The Purchasing Department Strategic Plan
- Developing Key Performance Indicators KPI For Procurement
- Developing A Company Purchase Price Index

### Day Three

#### Continuous Improvement and How To Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste In The Supply Chain
- Breaking Down The Elements Of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

### Day Four

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance to Purchasing Decisions
- Process Mapping To Eliminate Low-Value Activities
- eProcurement

## Day Five

### Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing And Maintaining A Customer Focus
- Basic Issues In Corruption And Fraud Prevention
- Increasing The Level Of Procurement Professionalism
- Keeping Current in the profession

## Registration form on the Training Course: The Complete Course on Purchasing Management

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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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