



*Training Course:  
Purchase Management Specialist*

*11 - 15 November 2024  
Geneva (Switzerland)*

## Training Course: Purchase Management Specialist

Training Course code: PU235441 From: 11 - 15 November 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

The role of a Purchase Management Specialist is pivotal in today's competitive business environment, where efficient procurement practices directly impact organizational success. This intensive 5-day training program is designed to equip professionals with advanced knowledge and skills essential for effective purchase management. Participants will delve into strategic sourcing, contract management, risk assessment, and emerging trends in procurement technology, preparing them to excel in their roles as Purchase Management Specialists.

### Objectives

- **Comprehensive Understanding:** Gain a thorough understanding of the procurement process from planning to payment, and its strategic importance in organizational success.
- **Advanced Skills Development:** Develop advanced skills in strategic sourcing, supplier relationship management, negotiation, contract management, and risk assessment.
- **Ethical Decision-Making:** Explore ethical considerations in procurement and apply ethical decision-making frameworks to real-world scenarios.
- **Innovation Integration:** Understand the role of technology and innovation in modern procurement practices, and how to leverage them for efficiency and competitive advantage.
- **Practical Application:** Apply learned concepts through case studies, simulations, and practical exercises to enhance decision-making and problem-solving abilities in procurement contexts.

### Target Audience

This training program is ideal for:

- Experienced procurement professionals seeking to enhance their skills and advance in their careers.
- Supply chain managers aiming to deepen their understanding of procurement strategies and best practices.
- Business professionals responsible for purchasing and procurement decisions within their organizations.
- Individuals transitioning into procurement roles and seeking a comprehensive foundation in purchase management.

## Training Program Outline

### Day 1: Foundations of Purchase Management

- Introduction to Purchase Management
  - Importance and role of purchase management in organizational success.
  - Key responsibilities and competencies of a purchase management specialist.
- Procurement Process Basics
  - Overview of the procurement lifecycle: planning, sourcing, contracting, purchasing, and payment.
  - Introduction to procurement best practices and industry standards.

### Day 2: Strategic Sourcing and Vendor Management

- Strategic Sourcing Strategies
  - Differentiation between strategic sourcing and tactical purchasing.
  - Techniques for strategic supplier selection and evaluation.
- Supplier Relationship Management SRM
  - Importance of SRM in achieving organizational objectives.
  - Strategies for developing and maintaining strong supplier relationships.

### Day 3: Contract Management

- Contract Fundamentals
  - Essential components of a contract.
  - Types of contracts and their suitability for different procurement scenarios.
- Negotiation Skills for Contracts
  - Principles of effective negotiation.
  - Strategies for achieving favorable contract terms and conditions.

### Day 4: Risk Management in Procurement

- Risk Assessment in Procurement
  - Identification and analysis of procurement risks.
  - Tools and methodologies for risk assessment.
- Risk Mitigation Strategies
  - Developing risk mitigation plans and contingency strategies.
  - Integration of risk management into procurement processes.

#### Day 5: Advanced Topics in Purchase Management

- Ethics in Procurement
  - Ethical considerations in procurement practices.
  - Best practices for ethical decision-making in procurement.
- Technology and Innovation in Procurement
  - Role of technology in modern procurement practices.
  - Emerging trends and innovations in procurement technology e.g., AI, blockchain.

## Registration form on the Training Course: Purchase Management Specialist

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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  
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