



*Training Course:  
Mastering Procurement: Navigating Policies,  
Regulations, and Best Practices*

*30 June - 4 July 2025  
Geneva (Switzerland)*

# Training Course: Mastering Procurement: Navigating Policies, Regulations, and Best Practices

Training Course code: PU235342 From: 30 June - 4 July 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

## Introduction

Welcome to "Mastering Procurement: Navigating Policies, Regulations, and Best Practices," a comprehensive training program designed to equip participants with the knowledge and skills necessary to excel in procurement management. In today's dynamic business environment, adherence to procurement policies and regulations is paramount for organizational success. This training program offers a deep dive into the intricacies of procurement, providing participants with a solid understanding of legal frameworks, best practices, and ethical considerations essential for effective procurement management.

## Objectives

By the end of this training program, participants will:

- Gain a comprehensive understanding of procurement policies, regulations, and legal frameworks governing procurement activities.
- Develop the ability to strategically plan and execute procurement processes aligned with organizational goals.
- Acquire proficiency in procurement procedures, documentation, and contract management techniques.
- Enhance negotiation skills to achieve favorable outcomes while maintaining ethical standards.
- Cultivate professionalism and ethical conduct in procurement practices, promoting transparency, fairness, and integrity.

## Target Audience

This training program is ideal for procurement professionals, supply chain managers, contract administrators, and anyone involved in procurement activities within public or private sector organizations. Additionally, professionals seeking to enhance their knowledge of procurement policies, regulations, and best practices will find this program beneficial. Whether you're a seasoned procurement professional or new to the field, this training program offers valuable insights and practical tools to excel in procurement management.

## Training Program Outline

### Day 1: Introduction to Procurement Policies and Regulations

- Overview of procurement process and its significance
- Explanation of legal frameworks and compliance requirements
- Types of procurement policies public sector, private sector

- Key regulations and statutes governing procurement
- Case studies highlighting consequences of non-compliance

#### Day 2: Procurement Planning and Strategy

- Developing procurement plans aligned with organizational goals
- Crafting procurement strategies to optimize value and minimize risks
- Importance of market analysis and supplier selection criteria
- Introduction to procurement risk management techniques

#### Day 3: Procurement Procedures and Documentation

- Understanding procurement procedures in compliance with regulations
- Documentation requirements throughout the procurement process
- Importance of transparency, fairness, and accountability
- Best practices for maintaining comprehensive procurement records

#### Day 4: Contract Management and Negotiation

- Fundamentals of contract management in procurement
- Techniques for effective contract negotiation and dispute resolution
- Ensuring contract compliance and performance monitoring
- Addressing ethical considerations in contract negotiations

#### Day 5: Procurement Ethics and Professionalism

- Ethical considerations in procurement practices
- Importance of integrity, fairness, and confidentiality
- Promoting professionalism and integrity in procurement activities
- Case studies on ethical dilemmas and decision-making frameworks

## Registration form on the Training Course: Mastering Procurement: Navigating Policies, Regulations, and Best Practices

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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
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### Easy Ways To Register

Telephone:  
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E-mail to us :  
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