



*Training Course:  
Operation Procurement*

*27 January - 7 February 2025  
Accra (Ghana)*

## Training Course: Operation Procurement

Training Course code: PU235287 From: 27 January - 7 February 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction:

Welcome to the "Operation Procurement" training program, designed and conducted by Global Horizon Training Center. This comprehensive program is tailored to equip participants with the essential skills and knowledge required for effective procurement operations. The program combines theoretical foundations with practical insights to enhance the procurement capabilities of individuals and organizations.

### Objectives:

- Understand the fundamentals of procurement and its strategic importance.
- Develop skills for effective vendor management and negotiation.
- Learn best practices in procurement planning and risk management.
- Gain insights into sustainable and ethical procurement practices.
- Enhance communication and collaboration within the procurement process.
- Explore the use of technology and data analytics in modern procurement.
- Foster a proactive and adaptable procurement mindset.
- Understand legal and compliance aspects in procurement.
- Master the art of cost-effective procurement without compromising quality.
- Develop leadership qualities for successful procurement management.

### Target Audience:

This program is suitable for professionals across various industries involved in procurement, supply chain management, and those who want to deepen their understanding of the procurement process. The target audience includes:

- Procurement Managers
- Supply Chain Professionals
- Project Managers
- Business Analysts

- Finance and Accounting Personnel
- Legal and Compliance Officers
- Anyone involved in procurement-related roles

## Outlines:

### Day 1: Introduction to Procurement

- Overview of procurement in a global context
- Importance of procurement in organizational success
- Role of procurement in supply chain management

### Day 2: Fundamentals of Procurement

- Key principles and concepts in procurement
- Procurement process and its stages
- Types of procurement: direct, indirect, strategic, and tactical

### Day 3: Vendor Management and Negotiation

- Selecting and evaluating vendors
- Effective negotiation strategies
- Building and maintaining vendor relationships

### Day 4: Procurement Planning and Risk Management

- Strategic procurement planning
- Identifying and mitigating procurement risks
- Developing contingency plans

### Day 5: Sustainable and Ethical Procurement Practices

- Understanding sustainability in procurement
- Ethical considerations in procurement decisions
- Incorporating corporate social responsibility CSR in procurement

#### Day 6: Communication and Collaboration in Procurement

- Effective communication within the procurement team
- Collaborating with other departments for successful procurement outcomes
- Handling conflicts and challenges in procurement projects

#### Day 7: Technology and Data Analytics in Procurement

- Overview of procurement technologies
- Implementing e-procurement systems
- Utilizing data analytics for informed procurement decisions

#### Day 8: Legal and Compliance Aspects in Procurement

- Understanding procurement laws and regulations
- Compliance in procurement practices
- Managing legal risks in procurement

#### Day 9: Cost-Effective Procurement

- Strategies for cost-effective procurement
- Balancing cost and quality in procurement decisions
- Cost analysis and optimization in procurement

#### Day 10: Leadership in Procurement

- Developing leadership skills in procurement roles
- Leading cross-functional procurement teams
- Continuous improvement in procurement processes

## Registration form on the Training Course: Operation Procurement

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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
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### Easy Ways To Register

Telephone:  
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place.

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registration  
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E-mail to us :  
info@gh4t.com  
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Complete & return the  
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