



*Training Course:
Operation Procurement*

*7 - 18 April 2025
Geneva (Switzerland)*

Training Course: Operation Procurement

Training Course code: PU235287 From: 7 - 18 April 2025 Venue: Geneva (Switzerland) - Training Course Fees: 8400 € 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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