



*Training Course:
Oil and Gas Procurement: Budgeting, Contracts,
and Supplier Coordination*

*7 - 18 July 2025
Geneva (Switzerland)*

Training Course: Oil and Gas Procurement: Budgeting, Contracts, and Supplier Coordination

Training Course code: PU235641 From: 7 - 18 July 2025 Venue: Geneva (Switzerland) - Training Course Fees: 9100 € Euro

Introduction:

This program, designed by Global Horizon Training Center, is tailored to provide professionals in the oil and gas industry with the essential skills and knowledge in procurement, budgeting, contract management, and supplier coordination. It aims to enhance understanding of the intricacies of procurement processes within the oil and gas sector, focusing on how to efficiently manage budgets, negotiate and administer contracts, and ensure effective supplier relationships.

Objectives:

By the end of this course, participants will be able to:

- Understand the key components of procurement processes in the oil and gas sector.
- Effectively manage and control procurement budgets.
- Develop, negotiate, and manage contracts with suppliers.
- Understand the roles and responsibilities of suppliers and manage relationships for optimal performance.
- Gain skills in risk management and compliance in procurement processes.
- Utilize tools and strategies to improve procurement efficiency and reduce costs.

Course Methodology:

- Lectures: Interactive sessions led by industry experts.
- Case Studies: Real-world scenarios to apply procurement principles.
- Group Discussions: Collaborative sessions to discuss challenges and best practices.
- Simulations: Hands-on exercises to practice contract negotiation and budgeting.
- Role-Playing: Simulated procurement meetings and supplier negotiations.
- Assessments: Tests and practical exercises to reinforce learning.

Organizational Impact:

This training will:

- Equip employees with the tools to optimize procurement processes and reduce operational costs.
- Enhance the efficiency of supplier management and procurement teams, contributing to smoother project execution and better vendor relationships.
- Support improved decision-making related to budgeting, contracts, and procurement processes, ensuring that projects are delivered on time and within financial limits.
- Strengthen compliance with industry standards and regulations, mitigating the risk of legal issues.

Target Audience:

- Procurement managers and staff
- Contract administrators and managers
- Budgeting and financial controllers in procurement
- Supplier relationship managers
- Professionals involved in the supply chain or project management in the oil and gas industry

Outlines:

Day 1: Introduction to Oil and Gas Procurement

- Overview of procurement processes in the oil and gas sector.
- Key procurement policies and regulations.
- The role of procurement in project management and organizational success.
- Understanding supply chain and logistics challenges in oil and gas.

Day 2: Procurement Budgeting in Oil and Gas

- Fundamentals of budgeting for procurement.
- Budgeting methodologies: zero-based vs incremental budgeting.
- Cost estimation techniques and managing cost overruns.
- Analyzing and forecasting procurement costs.
- Practical session: Creating a procurement budget.

Day 3: Procurement Planning and Strategy

- Developing a procurement strategy.
- Supplier selection and evaluation processes.
- Long-term vs short-term procurement strategies.
- Understanding market dynamics and risks in procurement.
- Group discussion on current procurement challenges in the industry.

Day 4: Contract Management Fundamentals

- Introduction to contracts and types of contracts in the oil and gas industry.
- Legal aspects of contract formation and execution.
- Key clauses in procurement contracts.
- Risk management in contract management.
- Practical session: Reviewing sample procurement contracts.

Day 5: Contract Negotiation Techniques

- Negotiation strategies and tactics for procurement contracts.
- Effective communication during contract negotiations.
- Handling disputes and conflict resolution.
- Role-playing: Contract negotiation exercise.

Day 6: Supplier Coordination and Relationship Management

- Managing supplier relationships and performance.
- Supplier selection criteria and evaluation methods.
- Developing long-term supplier partnerships.
- Key performance indicators KPIs for supplier evaluation.
- Case study: Supplier relationship management in oil and gas.

Day 7: Procurement Risk Management and Compliance

- Identifying risks in procurement and contract management.

- Risk mitigation strategies in procurement.
- Compliance with local and international procurement regulations.
- Ethical sourcing and corporate social responsibility.
- Practical session: Risk assessment for procurement projects.

Day 8: Advanced Procurement Tools and Technologies

- Digital tools for procurement management.
- Introduction to Enterprise Resource Planning ERP systems.
- E-procurement solutions and their impact.
- Technology-driven cost reduction strategies in procurement.
- Hands-on demonstration: Using procurement software.

Day 9: Managing Procurement Challenges in Oil and Gas Projects

- Common procurement challenges in oil and gas projects.
- Managing project delays and cost overruns.
- Adapting procurement strategies to changing market conditions.
- Real-world case study: Challenges in a major oil and gas procurement project.

Day 10: Final Project and Evaluation

- Group presentations on procurement strategy for an oil and gas project.
- Review of key learnings from the course.
- Final assessment and feedback.
- Certification and closing remarks.

Registration form on the Training Course: Oil and Gas Procurement: Budgeting, Contracts, and Supplier Coordination

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