



*Training Course:  
Good & Best Procurement Practices*

*25 August - 5 September 2025  
Geneva (Switzerland)*

## Training Course: Good & Best Procurement Practices

Training Course code: PC235261 From: 25 August - 5 September 2025 Venue: Geneva (Switzerland) - Training Course Fees: 9100 € Euro

### Introduction:

Welcome to the "Good & Best Procurement Practices" training program, designed by the Global Horizon Training Center. This comprehensive program is tailored to equip professionals with the essential skills and knowledge required for successful procurement and contract management. With a focus on global best practices, this training will empower participants to navigate the complexities of procurement processes effectively.

### Objectives:

- Understand the fundamentals of procurement and its strategic importance.
- Develop proficiency in drafting, negotiating, and managing contracts.
- Explore international best practices in procurement.
- Enhance risk management skills in the procurement context.
- Foster ethical considerations and compliance in procurement activities.
- Acquire practical insights into supplier relationship management.
- Improve decision-making abilities in procurement scenarios.
- Enhance communication skills for successful procurement outcomes.

### Target Audience:

This program is designed for professionals involved in procurement, contract management, and related fields, including but not limited to:

- Procurement Managers
- Contract Managers
- Supply Chain Managers
- Project Managers
- Legal Professionals
- Finance Professionals

- Anyone involved in the procurement process

## Outlines:

### Day 1: Introduction to Procurement and Contracts

- Overview of procurement and its strategic importance
- Introduction to key concepts in contract management
- Role of procurement in organizational success

### Day 2: Procurement Planning and Strategy

- Developing a procurement plan
- Strategic considerations in procurement
- Alignment with organizational goals

### Day 3: Legal and Ethical Aspects of Procurement

- Understanding legal frameworks in procurement
- Ethics and compliance in procurement practices
- Anti-corruption measures

### Day 4: Request for Proposal RFP and Tendering Process

- Crafting effective RFPs
- Evaluating proposals and bids
- Ensuring fairness and transparency in the tendering process

### Day 5: Contract Formation and Negotiation

- Key elements of a contract
- Effective negotiation strategies
- Avoiding common pitfalls in contract negotiations

### Day 6: Contract Management and Administration

- Implementing best practices in contract administration
- Monitoring and evaluating contractor performance
- Handling disputes and conflicts

#### Day 7: Risk Management in Procurement

- Identifying and assessing risks in procurement
- Developing risk mitigation strategies
- Case studies on successful risk management

#### Day 8: Supplier Relationship Management

- Building strong relationships with suppliers
- Supplier performance measurement
- Strategies for effective supplier collaboration

#### Day 9: International Procurement Best Practices

- Comparative analysis of global procurement practices
- Adapting to international standards
- Case studies from successful international procurement projects

#### Day 10: Advanced Topics in Contracts and Emerging Trends

- Exploration of emerging trends in procurement and contracts
- Deep dive into advanced contract clauses and structures
- Interactive session on evolving legal considerations
- Case studies on innovative procurement strategies
- Open forum for participant discussions and knowledge sharing

## Registration form on the Training Course: Good & Best Procurement 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
- ☐ 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  
booking form with cheque  
to: Global Horizon  
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