



*Training Course:
Good & Best Procurement Practices*

*24 March - 4 April 2025
Kigali (Rwanda)*

Training Course: Good & Best Procurement Practices

Training Course code: PC235261 From: 24 March - 4 April 2025 Venue: Kigali (Rwanda) - Training Course Fees: 9520 € 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

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Payment Method

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