



*Training Course:
Procurement Best Practices*

*2 - 6 November 2026
Geneva (Switzerland)*

Training Course: Procurement Best Practices

Training Course code: PC4037 From: 2 - 6 November 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

Procurement has evolved from a simple administrative function into a strategic business unit. Modern procurement professionals are expected to deliver value by sourcing products and services that contribute directly to organizational performance. This program covers best practices at **four levels** of procurement: Strategic, Tactical, Operational, and Contingency. Delegates will gain the skills and insights needed to optimize procurement processes, improve supplier performance, and reduce costs while aligning with organizational objectives.

Course Objectives

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

- Understand the evolution of procurement as a strategic function.
- Analyze the procurement process and its inputs, outputs, and interdependencies.
- Develop meaningful performance measurements and KPIs.
- Implement procurement best practices at strategic, tactical, operational, and contingency levels.
- Apply practical approaches to enhance supplier relationships, reduce costs, and add value.

Target Audience

- Procurement Managers and Officers
- Supply Chain Professionals
- Contract Administrators
- Category Managers
- Operations and Finance Personnel involved in procurement decision-making

Course Outline

Day 1 - Seeing Procurement as a Dynamic, Interactive System

- The System Approach vs. the Traditional Functional Approach
- What is the Goal of Procurement?
- Developing the Strategic Procurement Plan
- Overview of the Procurement Process
- Procurement as Part of the Supply Chain

Day 2 - Developing Strategic Procurement Decisions

- Make/Buy Decisions
- Vertical Integration Strategies
- Alliances and Partnerships
- Inter-company Trade, Reciprocity, and Countertrade
- Supplier Strategy and Coordination Strategy
- Designing the Purchasing Organization

Day 3 - Implementing Tactical Procurement Decisions

- Supplier Involvement in Procurement Decisions
- Value Analysis and Cost Reduction Techniques
- Quality Assurance Practices
- Supplier Selection, Rating, and Ranking
- Contract Management Essentials
- IT Systems and e-Procurement
- Policies, Procedures, and Department Staffing

Day 4 - Dealing with Operational Procurement Decisions

- Selecting the Most Appropriate Ordering Process
- Handling Quality Issues and Follow-up
- Managing Overdue Orders and Expediting
- Payment Processes
- Reducing Procurement Costs for Small-Value Purchase Orders

Day 5 - Contingency Procurement Decisions and Performance Measurement

- Understanding Contingency Situations in Procurement
- Contingency Management Strategies
- Spend Analysis and Reporting
- Total Cost of Ownership TCO Analysis
- Supplier Performance Measurement and KPIs

Registration form on the Training Course: Procurement Best Practices

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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