



*Training Course:  
Advanced Procurement Skills*

*21 December 2026 - 1 January 2027  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Advanced Procurement Skills

Training Course code: PC4108 From: 21 December 2026 - 1 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € Euro

### Introduction

This program enhances the strategic capabilities of Procurement Professionals and Senior Buyers. Participants will gain advanced negotiation techniques, supplier relationship management, category management, risk mitigation, and contingency planning skills. The program emphasizes procurement's role in reducing costs, improving efficiency across the supply chain, and implementing world-class practices. Delegates return with actionable plans to deliver measurable cost savings and organizational value.

### Course Objectives

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

- Apply critical supply strategies and activity-based costing
- Analyze procurement forces of change and trends
- Build trust, rapport, and credibility within workgroups
- Strengthen supplier relationships and evaluation skills
- Implement business continuity and contingency planning
- Segment categories and plan effective negotiations
- Apply ethical standards and evaluate supplier performance
- Optimize procurement contribution to organizational performance

### Target Audience

- Procurement Managers and Senior Buyers
- Category Managers and Strategic Sourcing Professionals
- Contract Administrators and Supply Chain Managers
- Procurement Auditors and Compliance Officers
- Professionals involved in procurement planning, strategy, or supplier management

### Course Outline 10 Days

#### Day 1 - Introduction to Strategic Procurement

- Role and strategic importance of procurement
- Procurement alignment with organizational objectives
- Overview of the procurement cycle and systems
- External environment and market influences

## Day 2 - Critical Supply Strategies & Category Management

- Critical supply strategies
- Category segmentation and prioritization
- Internal and external stakeholder alignment
- Developing category strategies

## Day 3 - Supplier Relationship Management SRM

- Transforming supplier relationships
- Supplier selection, evaluation, and segmentation
- Total cost approach and KPIs
- Effective communication, trust, and credibility with suppliers

## Day 4 - Tendering & Bid Management

- Tender preparation and management
- Bid evaluation and scoring methods
- Legal and ethical considerations in tendering
- Managing pre- and post-tender processes

## Day 5 - Advanced Negotiation Skills - Part 1

- Negotiation preparation and planning
- Active listening and understanding counterpart power
- Managing difficult or untrustworthy counterparts
- Negotiation tactics and countermeasures

## Day 6 - Advanced Negotiation Skills - Part 2

- Power closes and influencing techniques
- Pressure point management
- Negotiation simulations and role-plays
- Aligning negotiation outcomes with organizational strategy

## Day 7 - Procurement Compliance and Risk Management

- Procurement governance and legal frameworks
- Risk identification and mitigation strategies
- Contingency and business continuity planning
- Supplier compliance assessment and audit basics

## Day 8 - Leadership Skills for Procurement Personnel

- Effective verbal, non-verbal, and written communication
- Interpersonal interaction and trust-building techniques
- Managing change and human reaction in procurement teams
- Developing leadership capabilities and ownership

## Day 9 - Procurement Analytics & Performance Management

- Measuring procurement performance: KPIs and metrics

- Spend analysis and supplier performance tracking
- Reporting and benchmarking
- Using data to drive decision-making

#### Day 10 - Action Planning & Strategic Contribution

- Integrating lessons into strategic procurement plans
- Performance-based contract development
- Driving innovation and sustainability in procurement
- Final review, exercises, and actionable takeaways

## Registration form on the Training Course: Advanced Procurement Skills

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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  
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place.

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registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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