



*Training Course:
Procurement and Logistics*

*21 - 25 June 2026
Beirut (Lebanon)*

Training Course: Procurement and Logistics

Training Course code: MA236453 From: 21 - 25 June 2026 Venue: Beirut (Lebanon) - Training Course Fees: € Euro

Introduction

Procurement and Logistics are critical components of supply chain management, ensuring that organizations acquire the right goods and services at the right time, cost, and quality, while efficiently managing the flow of materials from suppliers to end users. Effective procurement and logistics practices contribute directly to operational efficiency, cost savings, and organizational competitiveness.

This training program is designed by Global Horizon Training Center to provide participants with a comprehensive understanding of procurement processes and logistics operations. The program integrates best practices, practical tools, and real-world applications to enhance participants' ability to manage sourcing, supplier relationships, inventory, transportation, and distribution effectively.

Objectives

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

- Understand the fundamentals of procurement and logistics management
- Apply best practices in sourcing, purchasing, and supplier evaluation
- Manage procurement cycles and contract processes efficiently
- Plan and control logistics operations including transportation and warehousing
- Optimize inventory management and reduce operational costs
- Identify risks and implement mitigation strategies in supply chains
- Utilize modern tools and techniques in procurement and logistics

Target Audience

This program is designed for:

- Procurement and purchasing officers
- Supply chain and logistics professionals

- Warehouse and inventory managers
- Contract and vendor management staff
- Finance and operations personnel
- Project managers involved in procurement activities
- NGO and public sector employees handling procurement processes

Outlines

Day 1: Fundamentals of Procurement and Logistics

- Introduction to procurement and logistics concepts
- Role of procurement and logistics in supply chain management
- Key functions and responsibilities
- Procurement cycle overview planning, sourcing, purchasing, receiving
- Logistics components: transportation, warehousing, distribution
- Group discussion: current procurement challenges in organizations

Day 2: Procurement Planning and Sourcing Strategies

- Procurement planning and needs assessment
- Supplier identification and prequalification
- Tendering processes and bidding methods
- Request for Quotation RFQ, Request for Proposal RFP
- Evaluation and selection criteria for suppliers
- Workshop: preparing a procurement plan and supplier shortlist

Day 3: Contract Management and Supplier Relations

- Basics of procurement contracts and key terms
- Contract negotiation techniques

- Supplier relationship management SRM
- Performance monitoring and evaluation of suppliers
- Ethical considerations and compliance in procurement
- Case study: managing supplier risks and disputes

Day 4: Logistics Operations and Inventory Management

- Transportation management and distribution planning
- Warehousing operations and layout design
- Inventory management techniques EOQ, JIT, safety stock
- Demand forecasting basics
- Use of technology in logistics ERP systems, tracking tools
- Practical exercise: optimizing inventory and delivery schedules

Day 5: Risk Management, Optimization, and Performance Measurement

- Identifying risks in procurement and logistics
- Risk mitigation strategies and contingency planning
- Cost analysis and budgeting in procurement
- Key performance indicators KPIs in supply chain
- Continuous improvement and process optimization
- Final project: developing an integrated procurement and logistics plan
- Participant presentations and feedback session

Registration form on the Training Course: Procurement and Logistics

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

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