



*Training Course:
Tendering, Procurement and Negotiation Skills*

*14 - 18 June 2027
Geneva (Switzerland)*

Training Course: Tendering, Procurement and Negotiation Skills

Training Course code: PC4034 From: 14 - 18 June 2027 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

Tendering is a high-stakes function that can significantly impact an organization's costs and revenue. Effective management of tenders and procurement processes is essential to maximize value, reduce costs, and ensure organizational success.

This program integrates **Tendering, Procurement, and Negotiation Skills**, covering best practices in early contracting phases and equipping participants with practical tools to enhance supplier management, tender evaluation, and negotiation outcomes.

Key Highlights:

- Tender Development
- Competitive Bidding Analysis
- Tender Evaluation Criteria
- Procurement Strategy Selection
- Supplier Management
- Negotiation Techniques

Objectives

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

- Understand and implement elements of a good procurement process.
- Develop methods for contractor performance measurement.
- Evaluate tenders effectively and fairly.
- Select and apply appropriate contract strategies.
- Improve procurement efficiency and negotiation skills.
- Apply practical tools to reduce procurement costs and risks.

Target Audience

This program is ideal for:

- Procurement, purchasing, and tendering officers
- Contract and project managers involved in supplier selection
- Supply chain professionals seeking advanced procurement techniques
- Finance and operational staff involved in purchasing and cost optimization
- Professionals preparing for leadership roles in procurement and contracting

Course Outlines

Day 1 - Tendering & Procurement Alignment

- Linking tendering and procurement to organizational strategy
- Influence of external business environment
- Adapting to modern business models
- Critical supply strategies
- Transforming supplier relationships
- The procurement cycle

Day 2 - The Tendering Process

- Elements of a good procurement and competitive bidding process
- Selecting the right contracting strategy
- Stages in the tendering process
- Developing tender evaluation criteria
- Negotiating with shortlisted suppliers
- Determining fair and competitive pricing

Day 3 - Advanced Procurement Skills

- Transforming the supplier relationship
- Defining the organization's mission in supplier management
- Becoming a "good customer"
- Understanding Supplier Relationship Management SRM vs. collaboration
- Shrinking the supply base for efficiency

Day 4 - Negotiation Techniques

- Avoiding confrontational negotiations
- Effective communication strategies
- Advanced influencing techniques
- Understanding the other negotiator's power
- Identifying pressure points and countermeasures

Day 5 - Implementing Improvements

- Attracting and retaining procurement talent
- Developing a personal action plan for procurement improvements
- Business continuity and contingency planning in procurement
- Applying activity-based costing ABC
- Leveraging procurement to improve organizational financial performance

Registration form on the Training Course: Tendering, Procurement and Negotiation Skills

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