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Course: Advanced Skills and Best Practices in Procurement

Code	City	Hotel	Start	End	Price	Language - Hours
836	Geneva (Switzerland)	Hotel Meeting Room	2025-08-25	2025-09-05	8950 €	En - 50

Introduction:

The procurement function has evolved from a simple administrative task to a critical strategic business unit. This integrated 10-day course is designed to empower participants with advanced skills and best practices in procurement, covering strategic, tactical, operational, and contingency aspects.

General Objectives:

- Enhance participants` skills in negotiation and supplier management.
- Apply best practices across all stages of the procurement process.
- Develop strategic procurement plans that align with organizational goals.
- Understand performance measurement tools and supplier evaluation techniques.

Detailed Objectives:

- Analyze critical supply strategies.
- Understand total cost of ownership and spend analysis.
- Build sustainable partnerships with suppliers.
- Implement leadership techniques to manage change in procurement.



Target Audience:

- Contract officers, buyers, and procurement specialists.
- Professionals in projects, engineering, operations, and maintenance.
- Anyone aiming to achieve high efficiency in procurement activities.

Training Methods:

- Theoretical lectures using advanced visual aids.
- Practical case studies.
- Group exercises and applications.
- Pre- and post-course assessments.

Course Schedule:

Day 1: Viewing Procurement as a Dynamic System

- Introduction to procurement and its importance in the supply chain.
- Critical procurement strategies.
- Analyzing the external environment's influence on procurement decisions.

Day 2: Developing Strategic Procurement Decisions

- Make-or-buy decision.
- Vertical integration, alliances, and partnerships.
- Supplier and coordination strategies.

Day 3: Advanced Negotiation Skills

- Avoiding confrontational negotiations.
- Mastering active listening skills.
- Managing pressure points in negotiations.



- Supplier evaluation techniques.

Day 4: Supplier Relationship Management

- Building trust and credibility with suppliers.
- Evaluating supplier performance.
- Techniques for reducing the supplier base.

Day 5: Tactical Procurement Decisions

- Engaging suppliers in value processes.
- Contract management.
- Cost and value analysis.
- Applying IT systems in procurement.

Day 6: Operational Procurement Decisions

- Addressing quality issues.
- Managing overdue orders.
- Reducing procurement costs.
- Handling small-value purchases effectively.

Day 7: Contingency Management in Procurement

- Managing emergency procurement situations.
- Performance measurement in procurement.
- Spend analysis and total cost of ownership.

Day 8: Leadership in Procurement

- Developing leadership skills for procurement professionals.
- Implementing change management strategies.
- Enhancing internal and external communication.



Day 9: Business Continuity Planning in Procurement

- Creating continuity plans.
- Preparing for emergencies.
- Developing a comprehensive procurement action plan.

Day 10: Performance Review and Evaluation

- Reviewing overall procurement performance.
- Utilizing key performance indicators.
- Developing improvement plans.
- Course evaluation and feedback.



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.