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Course: Tendering, Procurement and Negotiation Skills

Code	City	Hotel	Start	End	Price	Language - Hours
621	Zurich (Switzerland)	Hotel Meeting Room	2025-03-03	2025-03-07	5450 €	En - 25

The Course

Tendering is the function that costs an organization a great deal of money and this has to be performed correctly in order to maximize effectiveness and minimize costs. Organizations' executive management everywhere is realizing that Managing Tenders must emerge as a critical core competency if organizations are to increase revenue.

Essential Tendering is linked with Procurement Skills and covered in this programme so designed to explore the best practices in the phases of tendering and procurement. This programme explores many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization. Included in the large number of topics that brings increased professionalism to the important functions of the Tendering and Procurement departments are:

- Developing Tenders
- Analyzing Competitive Bidding Processes
- Producing Tender Evaluation Criteria
- Selecting the Right Procurement Strategy
- Administration of the Procurement and Tender Process
- Negotiation Skills

The Goals



The goals of this programme are to:

- Discuss Elements of a Good Procurement Process
- Develop methods of Contractor Performance Measurement
- Learn methods of Tender Evaluation
- Review Contract Strategies
- Improve Procurement and Negotiation Skills

The Delegates

The delegates at an Intermediate level who will benefit from this programme are:

- Contracts, Purchasing, and Project Personnel
- Procurement Personnel who are responsible for Negotiations
- All others who are involved in the planning, evaluation, preparation and management of tenders and specifications that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

The Process

Participants will learn by active participation during the programme through the use of written materials, exercises, role playing and discussions on “real life” issues in their organizations.

There will be practical examples and exercises including:

- Analysis of cash flow
- Tendering difficulties
- Negotiation



- Improving the organisation's processes

The Benefits

Employees gain from this programme by:

- Learning methods of Tender Evaluation
- Discussing how New Suppliers are Selected
- Seeing how to Apply Past Supplier Performance for Better Selection
- Participating in Negotiation Exercises
- Conducting a Case Study in Negotiation
- Evaluating how Cost Savings Transfer to the Organization's Bottom Line

The Results

The organization will benefit by:

- Reduction in Tendering Costs
- Improved Customer Satisfaction
- Reduced Cost of Running the Procurement Management Function

Participants will be able to immediately implement a wide variety of time-tested techniques in Tendering and Procurement Management. During the programme they will be exposed to the latest trends in Tendering and Procurement Management that make companies successful; the emphasis being on practical, real world implementation of modern methods.

The Core Competencies

Participants will gain in the following competencies as a result of the



programme:

- Improve their Effectiveness in their Organization Roles
- Tendering Processes
- Finding and Implementing Cost Reduction Opportunities
- Advance ways of Controlling Negotiations
- Transforming the Supplier Relationship

The Programme Content

Day One

How Tendering and Procurement Aligns with the Organization Strategy

- Influence of the External Environment
- Adapting to New Business Models
- Critical Supply Strategies
- Transforming the Supplier Relationship
- The Procurement Cycle

Day Two

The Tendering Process

- Elements of a good Procurement & Competitive Bidding Process
- Selecting the Right Contracting Strategy
- Stages in Tendering Process
- Developing Tender Evaluation Criteria
- Negotiating with Short-listed Suppliers
- How do you know you Obtained a Good Price?



Day Three

Advanced Procurement Skills

- Transforming the Supplier Relationship
- Defining the Organization's Mission in building Supplier Relationship
- How to be a Good Customer
- The Difference between SRM and Collaboration
- Shrinking the Supply Base

Day Four

The Negotiation Process

- Avoiding Confrontational Negotiations
- Communication Techniques
- New Techniques in Influencing
- Understanding the Other Negotiator's Power
- Negotiating Pressure Points and Countermeasures

Day Five

Implementing Improvements into the Organisation

- Attract and Retain Procurement Management Talent
- Producing a Realistic Personal Action Plan for Improvement
- Business Continuity and Contingency Planning for Procurement
- What is Activity-Based Costing
- Ways that Procurement can Improve Organization's Finances



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.