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Course: Purchasing Management Masterclass

Code	City	hotel	Start	End	price	Hours
352	Geneva (Switzerland)	Hotel Meeting Room	2025-04-07	2025-04-11	5450 €	25

INTRODUCTION

Purchasing is essential to the success of modern organizations and successful organizations need highly trained and Effective Managers. Buying teams need to be effectively managed in order to balance the requirement for high quality materials and services with the lowest prices and low administrative costs, and work with other departments and functions.

This programme will provide practical examples of:

- Developing the right organizational strategies for your team
- Roles and responsibilities of Buyers
- Negotiating with suppliers
- Cross functional purchasing approaches
- Measuring and Improving Purchasing Performance

PROGRAMME OBJECTIVES

- The essential requirements for Purchasing Management
- Team structures and roles
- The benefits of improved purchasing
- Implementing changes within the team and with other departments
- Strategies and tactics for improved buying
- The uses of tendering, negotiation and other approaches
- Measuring and Improving Purchasing Performance



- Using Key Performance Measures

TRAINING METHODOLOGY

Participants will learn by active participation during the programme through the use of exercises, questionnaires, syndicate and group discussion, training videos and discussions on "real life" issues in their organisations.

PROGRAMME SUMMARY

The programme covers all the essential skills needed by Purchasing Managers to be effective in obtaining value for money for their organisations. The programme will concentrate on how to structure Buying activities in the way that ensures the best results for the whole organisation by focusing on the most important purchases and prioritising activities. The benefits of improved Purchasing are presented along with methods for communicating them with other stakeholders in the organisation.

All participants will return to their organisations with a developed Action Plan to implement their learning from the programme into their daily routine at work.

PROGRAMME OUTLINE

DAY 1 - Effective Purchasing in Modern Organisations

- What is the role of Purchasing?
- What do other functions want from Purchasing?
- Essentials for Effective Purchasing
- Concepts and approaches in Purchasing Management
- Team Roles and responsibilities
- What do you want to achieve?



DAY 2 - Tools for Effective Purchasing

- Spend mapping
- Supply Positioning
- Supplier Intelligence
- Supplier Selection
- Role of Distributors and Agents

DAY 3 - Financial and non-financial Purchasing Measures

- Pricing Mechanisms
- Value Analysis
- Cost analysis
- Total Cost of Ownership
- Capital Equipment Life Cycle Costing
- Early Involvement of other functions

DAY 4 - Use of appropriate sourcing techniques

- Use of Tendering, negotiation, direct sourcing and e-commerce
- Tendering, RFIs, RFQs
- Negotiation preparation, strategy and tactics
- Negotiation with other cultures
- E-procurement

DAY 5 - Implementing Purchasing Improvements

- Using Key Performance Measures to monitor and deliver improvements
- Metric hierarchies
- Implementing Change
- Planning Communications
- Planning for Actio



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.