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For Training and Development

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Course: Procurement Best Practices

Code	City	Hotel	Start	End	Price	Language - Hours
648	Geneva (Switzerland)	Hotel Meeting Room	2025-12-08	2025-12-12	5450 €	En - 25

Introduction

The Procurement function has developed from a simple administrative function to a fully fledged strategic business unit. No longer is it sufficient to simply turn requisitions into orders and then await the delivery of the goods or services. It therefore imperative for Procurement to constantly deliver value to the organisation by delivering products and services that contributes to the well-being of the organisation.

In order to do this, Best Practices have to be implemented on four levels:

- Strategic
- Tactical
- Operational
- Contingency

This seminar will address the necessary conditions at all four levels for those delegates who want to implement high-performing Procurement functions.

Objectives

Participants attending the program will:

- Understand the evolution in Procurement
- Understand the evolution in Procurement
- Discuss the inputs, outputs and processes of the system
- Develop meaningful performance measurements



- Learn the necessary conditions to be taken on all four levels

Training Methodology

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, review published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

Organisational Impact

The organisation will benefit by:

- The ability to deliver real value in a shorter time
- Reduce the number of non-value adding activities
- Improved relations between personnel, customers and suppliers
- Reduction in total cost of ownership
- Improved supplier performance

Personal Impact

Attendees will gain by participation in this program as a result of:

- Increased skill sets in all phases of strategic procurement
- Greater ability to lead, plan, and manage the procurement process
- A greater sense of professionalism and being able to contribute to the organisation's strategic objectives
- Increased Knowledge about Key Performance Indicators
- Increased recognition by the organization due to improved performance



Who Should Attend?

- Contracts, Purchasing, and Procurement personnel
- Project, Engineering, Operational, and Maintenance, personnel who are involved in the planning, and execution of purchases and contracts
- All involved in 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

SEMINAR OUTLINE

DAY 1

Seeing Procurement as a Dynamic, Interactive System

- The System Approach vs. the traditional Functional Approach
- What is the goal of Procurement?
- Developing the Strategic Procurement Plan
- An overview of the procurement process
- Procurement as part of the Supply Chain

DAY 2

Developing the Strategic Procurement Decisions

- Make/buy decision
- Vertical integration
- Alliances and partnerships
- Inter-company trade
- Reciprocity and counter trade



- Supplier strategy
- The coordination strategy
- The Purchasing organisation

DAY 3

Implementing the Tactical Procurement Decisions

- Supplier involvement
- Value analysis
- Quality Assurance
- Supplier selection
- Supplier rating and ranking
- Contract management
- IT systems and e-Procurement
- Policies and procedures
- Staffing the Procurement Department

DAY 4

Dealing with Operational Procurement Decisions

- Selecting the most appropriate ordering process
- Addressing quality issues
- Follow up
- Overdue orders
- Expediting
- The payment process
- Reducing the cost of procurement: small value purchase orders

DAY 5



Contingency Procurement Decisions

- The different contingency situations
- Contingency management

Procurement Performance Measurement

- Spend analysis
- Total cost of ownership
- Supplier performance measurement



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.