



Purchasing, Inventory & Contracts Training Courses



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Training and Development

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Course: The Complete Course on Purchasing Management

Code	City	hotel	Start	End	price	Hours
616	Zurich (Switzerland)	Hotel Meeting Room	2024-06-17	2024-06-21	5450 €	25

The Course

World-class organizations view the application of best practices in purchasing as being essential skill sets needed by all employees involved in the procurement process. This course focuses on the common “gaps” in performance that must be filled in order for Supply Management to provide the continuous improvements needed for organizations to meet their strategic objectives.

This Course develops how to be proactive rather than reactive in procurement activities and how to be working on the “right” things that display Purchasing’s creativity, flexibility, and supply market knowledge. We establish how to provide and measure purchasing contributions to the organization so that this critical function and all those in it can be elevated to be seen as a core organization competency.

The Goals

Participants attending the programme will:

- Learn how to develop high performance purchasing organizations
- Develop strategic purchasing plans
- Discuss how to improve internal customer service
- Determine how to eliminate low value added processes
- Be taught how to develop spend profiles
- Will be show analytics that to guide procurement strategies
- Explore many ways of reporting key performance indicators (KPI)
- See how to apply past supplier performance for better selection
- Be presented with the most important competencies for purchasing personnel

The Delegates

- Contracts, Purchasing, and Project personnel
- Engineering, Operational, and Maintenance personnel
- And all others who are involved in the planning, evaluation, preparation and management of tenders, awards, contracts and purchases 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 contracts and purchasing



activities.

The Process

Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has “been there-done that”, individual and group exercises, review of published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

The Benefits

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

- Increased skill sets in managing a purchasing activities
- Greater ability to develop professionalism
- Greater job satisfaction and progress toward advancement
- Increased knowledge about how Procurement should be measured
- Increased recognition by the organization due to improved performance

The Results

The organisation will benefit by:

- Having Expert Procurement Management leading and guiding the purchasing process
- Continuous improvement in total cost of materials & services
- Higher productivity of personnel involved in procurement activities
- Improved performance of contractors and suppliers
- Better ways to measure purchasing performance
- Better integration between functions resulting in shorter cycle-times

The Core Competencies

Attendees will gain in the following competencies as a result of the programme:

- Strategic Sourcing
- Developing spend analysis to focus improvement initiatives
- Cost Containment strategies
- Developing sourcing strategies
- Procurement measurements that really define performance
- Reducing low value activities



The Programme Content

Day One

The 1st Steps To Becoming World Class

- 4 Stages To World Class
- Let's be honest of how Purchasing is viewed today
- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions For Purchasing of the future
- Purchasing Personnel Required Skill Sets

Day Two

Evaluating Your Own Operation

- What are best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing The Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPI) For Procurement
- Developing A Company Purchase Price Index

Day Three

Continuous Improvement and How To Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste In The Supply Chain
- Breaking Down The Elements Of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

Day Four

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance to Purchasing Decisions
- Process Mapping To Eliminate Low Value Activities
- eProcurement



Day Five

Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing And Maintaining A Customer Focus
- Basic Issues In Corruption And Fraud Prevention
- Increasing The Level Of Procurement Professionalism
- Keeping Current in the profession



The Scandinavian Academy 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 buffet sessions for light meals during lectures.