XCELERATE TRAINING INSTITUTE

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PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT

# Mastering Procurement Management Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| **5 days** | **English** | **Classroom / Online** |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 8 – 12 ?????? 2027 | Live online | Online (live) | **€1?200** |
| 15 – 19 ???? 2027 | Bahrain | Classroom | **€4?800** |
| 16 – 20 ????? 2027 | Live online | Online (live) | **€1?200** |

### Register or ask a question

Online: staging.x8ti.com/course/mastering-procurement-management-training-co…

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# Mastering Procurement Management Training Course

## Introduction

Course Overview

Certified Procurement Management Professional Course includes sourcing, negotiation and selection of goods necessary for an organisation. A procurement management process defines how goods are selected and procured from suppliers. It covers to order, receipt, inspection and approval of goods received from suppliers.

A large influence in this process is the relationship one shares with suppliers and other vendors. What does a procurement management professional do?

A procurement management professional possesses the expertise and experience to independently and effectively manage the entire procurement process, ensuring that the overall quality of goods is maintained at high standards while meeting challenging timelines for manufacturing and customer delivery.

This course will empower you with knowledge and understanding of the entire gamut of activities necessary for effective procurement management.

This course will equip you with the skillset to independently drive and establish a seamless procurement management system for your organisation, demonstrating your skills and potential to assume higher roles and responsibilities supporting career progression.

The knowledge and information gained through this course will also help you contribute to the procurement process across any industry, thus empowering you to work in any industry.

Course Objectives

The main objective of this Certified Procurement Management Professional Course is to empower professionals with—

- complete knowledge and understanding of procurement management processes and functions of the supply chain management
- the understanding and experience to set up a seamless, streamlined procurement management process for your organisation, showcasing your skills and potential to effectively manage higher roles and responsibilities
- effective negotiation skills to get the best quality raw materials or goods at the best prices
- the necessary skills to maintain good relationships with suppliers to get high-quality goods at the best prices and on time
- the required experience and knowledge to source raw materials and goods from the best suppliers
- the awareness and knowledge of advanced procurement management concepts to enhance efficiency
- the knowledge and confidence to train other professionals on advanced procurement management concepts

- the potential and skill to contribute to organisational growth through enhanced procurement management

Training Methodology

devises training solutions to cater to a broad audience. Before each training session, the course is thoroughly reviewed to check for relevance to the audience. Training is delivered by a highly experienced professional in the relevant domain, using audio-visual presentations.

Trainee participation is encouraged through group assignments and projects. Role-plays and relevant case study discussions enhance the relevance to the topic. Experiential learning is encouraged as well.

Organisational Benefits

By professionals undertaking this Certified Procurement Management Professional Course, organisations will derive the following benefits:

- A structured, well-defined procurement process outlined to be followed by all professionals involved in procurement management
- Effective procurement and transfer of raw materials and goods for effective and seamless manufacturing and delivery
- Application of advanced concepts to the procurement management process to increase efficiency
- Regular training of all professionals involved in the procurement management process, at no additional cost
- Procurement of goods at competitive prices as a result of the good negotiation skills of trained and experienced professionals
- Increased credibility and dependability for procurement and transfer of materials and goods because of enhanced supplier relationships
- Reduced risks and increased efficiency and productivity of employees handling various procurement functions
- Organisational growth because of trained, certified professionals driving the procurement management process

Personal Benefits

Professionals enrolling for this Certified Procurement Management Professional Course will benefit as follows:

- Complete understanding and knowledge of the procurement management process, start to end
- Increased knowledge and confidence to apply advanced procurement concepts to the existing process of one’s organisation to increase efficiency, in turn demonstrating credibility and potential for higher roles and responsibilities
- Better understanding and skill to devise and document a seamless, well-defined procurement process to be followed by all individuals involved in the procurement
- Increased confidence and knowledge to train other professionals on procurement management best practices

- The ability and capabilities to contribute to organisational growth through enhanced procurement management, thereby securing one's career growth and development within the organisation
- Enhanced knowledge and understanding as well as the confidence to assume and successfully fulfil responsibilities across any industry
- Increased credibility and recognition of one's capabilities because of a universally accepted certification
- Enhanced perspective, foresight and strategic skills to make provisions to face and overcome future challenges and hindrances to the procurement process

Who Should Attend?

- Senior management of an organisation who need to have complete knowledge and experience of the procurement process
- Individuals working in other functions of the supply chain and interested to move into the procurement process
- Any other employee of the organisation involved in supplier interaction and negotiation for procurement of goods and/or services of some kind
- Managers and supervisors of the procurement process responsible for overseeing operations
- Quality managers and auditors responsible for checking and ensuring adherence to quality standards for goods and material
- Any other professional interested in knowing more about procurement management and a certification therein

Course Outline

The Certified Procurement Management Professional Course covers the following areas important to become a procurement management professional:

Overview of the Certified Procurement Professional Exam

- History
- Scope
- Duration
- Validity
- Eligibility

Overview of Supply Chain Management and Procurement Functions

- Supply chain management activities
- Logistics and strategic cost management
- Risk management
- Negotiation strategies
- Contract management

Principles of Procurement

- Transparency
- Integrity

- Economy
- Openness
- Fairness
- Competition
- Accountability

Four Main Procurement Management Processes

- Planning procurement management
- Conducting procurements
- Controlling procurements
- Closing procurements

Critical Procurement Concepts

- Reverse auctions
- Procure to pay
- Source to pay

Critical Steps in the Procurement Process

- Conduct an internal needs analysis
- Assess the supplier market
- Collect supplier information
- Develop a sourcing/outsourcing strategy
- Implement the sourcing strategy
- Negotiate with suppliers and select the winning bid
- Implement a transition plan or supply chain improvements

Stages of Procurement Maturity

- Reactive
- Proactive
- Strategic joint value

Procurement Planning and Implementation

- Spend analysis
- Kraljic matrix
- Supplier performance assessment
- Procurement leveraging
- Procurement software

Necessary Elements for a Procurement Plan

- Procurement team
- Item requirements
- Supplier selection
- Bids and acceptance

Procurement Fraud

- Kickbacks and corrupt payment
- Corrupt influence
- Collusion/manipulation by bidders
- Billing fraud
- Conflicts of interests
- Delivery fraud

e-Procurement Value Chain

- Indent management
- e-Informing
- e-Tendering
- e-Auctioning
- Vendor management
- Catalogue management
- e-Purchasing
- e-Ordering
- e-Invoicing
- e-Contract management

Responsibilities of a Procurement Officer

- Staff supervision
- Product purchases
- Data handling
- Communication with suppliers
- Procurement management plan creation
- Request for proposal and bid invitation preparation and release

Areas of Key Performance Indicators of Procurement Officials

- Inventory
- Supplier performance
- Buyer performance
- International/Local spend analysis

Procurement Management Challenges

- Supplier-related issues
- Strategy selection
- Reducing costs/achieving savings
- Maintaining accurate data
- Stakeholder management
- Risk mitigation
- Finding right tools
- Recruiting, retaining and training talent
- Managing requests for proposal/quotation process

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# Registration Form

## Mastering Procurement Management Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

**Call**
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**Email this form**
info@x8ti.com

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Open the course page