

Best Practices in Purchasing Management

Duration: 5 Days

Language: en

Course Code: PO1-124

Objective

Upon completion of this course, participants will be able to:

- Elaborate on the methods of developing high-performance purchasing departments.
- Develop a strategic purchasing plan that supports excellent internal customer service.
- Use analysis results to guide the procurement process.
- Describe methods for reporting Key Performance Indicators (KPIs).
- Identify the desired competencies for purchasing professionals.

Audience

This course is intended for

- Procurement and Contracts professionals
- Professionals in Purchasing, Contract Management, and Project Management
- Professionals in Engineering, Facilities, Maintenance, and Finance
- Professionals responsible for planning and managing the tender process

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review case studies to highlight key areas of importance and possible areas for faults. They will be supplied with the best tools required for learning exercises to improve their skills. Participants will analyse the examples to thoroughly understand how these skills, techniques and methods apply in the workplace.

Summary

Purchasing management is crucial to your organisation's profitability by ensuring you obtain suitable goods for the right price at the right time. A proactive approach to purchasing, focusing on flexibility, creativity, and an understanding of the supply market, all contribute to organisational excellence in purchasing.

This course provides you with skills to lead the purchasing process at your organisation by learning appropriate management strategies, leveraging continual improvement, and effectively managing suppliers. You will examine Key Performance Indicators (KPIs) and use them to guide decision-making. In addition, you will analyse the core skill set required for professional excellence in the field of purchasing and procurement.

Course Content & Outline

Section 1: Purchasing Excellence

- List the phases of the procurement process.
- Discuss current purchasing perspectives and trends.
- Describe strategic sourcing.
- Examine ABC spend analysis.
- Review career opportunities for current and future purchasing opportunities.
- Outline the required skill sets for a career in purchasing.

Section 2: Asses Your Own Operations

- Identify your current best practices.
- Develop your purchasing vision and mission.
- Examine gap analysis for purchasing.
- Elaborate on the strategic plan for your purchasing department.
- Determine the Key Performance Indicators (KPIs) for procurement.
- Develop a producer price index.

Section 3: The Art of Continuous Improvement

- Examine cost reduction initiatives.
- Describe cost reduction strategies.
- Explore supply chain waste.
- Analyse the components of supplier cost.
- Discuss commodity/service strategy and commodity management.
- Outline methods to avoid price increases.

Section 4: Approaches to Supplier Management

- Discuss how to establish a supplier classification system.
- Examine the supplier qualification process and identify key supplier performance metrics.
- Utilise performance criteria to make purchasing decisions.
- Apply process mapping to eliminate low-value activities.
- Explore the e-procurement process.

Section 5: Improving the Procurement Process

- Review global sourcing and its benefits and challenges.
- Compare international labour markets.
- Discuss how to develop and maintain customer focus.
- Outline common issues in fraud prevention and corruption.
- Examine how to enhance procurement professionalism and keep up-to-date with current trends.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Procurement, Warehouse, Logistics & Supply Chain

Tags

Procurement, purchase, Operational Excellence, Supplier

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