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Effective Tendering & Negotiation in Procurement

Duration: 5 Days

Language: en

Course Code: PO1-105

Objective

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

- Understand all the elements of the procurement process and your involvement.
- Develop appropriate tendering procedures and agreements.
- Review contracts and create business continuity strategies.
- Upskill in effective negotiation techniques.
- Undertake a competitive bidding process to create a mutually beneficial relationship with suppliers.
- Pull together an effective close-down strategy for contracts to ensure business continuity.
- Learn tender evaluation methods.
- Understand purchasing procedures and personnel projects.
- Evaluate essential purchases against ‘nice-to haves.’
- Develop accurate performance measurements.
- Understand risk management procedures and mitigation.

Audience

This training course is designed for anyone who wishes to create excellent supplier relationships to maintain business growth and continuity. It would be most beneficial for:

- Purchasing Personnel
- Business Owners
- Directors
- Project Planners
- Procurement Operatives
- Supply-chain Managers
- Planning Managers
- Contract Designers

Training Methodology

This course uses a range of adult learning techniques to help businesses build lasting,

mutually beneficial supplier relationships. It is interactive, with trainer-led discussion seminars to discuss problems, share scenarios, and find practical solutions.
Participants will engage in role-playing activities to practice effective negotiation techniques and will be provided with real-world case studies to determine the best courses of action based on budgeting and continuity. They will be presented with tools to move forward within their own businesses and create an effective action plan.

Summary

Every business uses regular suppliers to provide products for its customers and employees and to support its overall operation. These may be actual saleable items, office equipment such as technology or stationery, or items, services, and platforms that will improve the company's running and growth.
To support the future of your business, you'll need to enlist appropriate suppliers that can adequately fill your needs and agree on a mutually beneficial relationship within your budget. You will need to use negotiation skills to agree on a term-appropriate contract that meets the needs of your business and can be fulfilled by the supplier of your choice.
It's also important to set a standardised process for procurement and fit a contract around this to pull back if there are any problems with supplies in the future to protect your business and secure your investment. To be able to appoint the best suppliers for you, you'll need to undergo research, create a strategic growth plan to understand your supply chain needs going forward and analyse competitive bidding processes to guarantee the best suppliers for your business over other businesses in your field.
All of this requires proper process planning and risk management and the ability to make difficult decisions about suppliers who cannot fulfil your requirements.

Course Content & Outline

Section 1: Organisational Strategy & Procurement Alignment

- What does your business need most?
- Your internal vs. external environment.
- Contract strategies and critical supplies.
- Defining your mission and vision.

Section 2: The Tendering Process

- Tender evaluation procedures.
- Your evaluation criteria.
- A good procurement process.
- Tendering changes.
- Shortlist suppliers and select the most beneficial working relationships.

Section 3: Skills in Procurement

- Maintaining a good relationship with suppliers and being a good customer.
- Mutually beneficial relationships.
- SRM and collaboration methods.
- Generating a large supply base.

Section 4: Measuring Supplier Performance

- Creating an effective supplier relationship.
- Budget vs. supplier costing.
- Effective communication.
- Marking supplier performance against competitors.
- Setting your expectations.
- How to handle under-performance.

Section 5: Effective Negotiation Skills

- Transformation and development of supplier relationships based on business changes.
- Advanced influencing techniques.
- The power of negotiation.
- Understanding what the other party needs and wants.
- Negotiation pressure points and countermeasures.
- Identifying your own pressure points to mitigate risk.
- How to avoid confrontation and awkward interactions.

Section 6: Innovation & Future Thinking

- Procurement talent management.
- Creating a realistic and strategic action plan for your future.
- Business continuity planning.
- Activity-based costs against your forecast.
- Financial improvements and changes for the future.

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

Tendering, Negotiation, Procurement

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