Introduction

The **Advanced Procurement Skills and Professional Course** is designed to elevate the competencies of procurement professionals, particularly senior buyers, managers, and procurement specialists. This course delves into topics such as **advanced negotiation**, **procurement techniques**, **business continuity**, and **contingency planning**, applying these concepts in practical simulations to reinforce learning.

This program emphasizes the strategic role of procurement departments and offers tools to enhance efficiency, reduce costs across the supply chain, and ultimately contribute to organizational success. Participants will develop leadership skills, learn how to foster collaboration, manage conflicts, and cultivate a mindset adaptive to change.

The **Advanced Procurement Professional Certification** awarded upon course completion signifies an in-depth understanding of procurement principles, equipping participants to apply their advanced skills effectively within their organizations.

Targeted Groups

This course is suitable for professionals in procurement and logistics management, including:

- **Procurement Managers and Senior Managers**
- **Procurement Professionals**
- **Purchasing Managers**
- **Senior Buyers**
- **Buyers**

Course Objectives

By the end of the course, participants will be able to:

- Review **critical supply strategies** and align them with organizational goals
- Understand and apply **activity-based costing** principles
- Analyze **forces of change** affecting the procurement landscape
- Build rapport, trust, and credibility within **workgroups**
- Recognize the importance of **communication** in fostering successful teams
- Develop and maintain strong **supplier relationships**
- Understand **business continuity** and **contingency planning** in procurement
- Apply **category segmentation** techniques for more effective procurement
- Plan and execute successful **negotiations** using various strategies
- Maintain high **procurement ethics** in all activities
- Effectively **rate suppliers** and evaluate their strengths and weaknesses
- Gain recognition within the organization for improved **procurement**

performance
- Enhance skills in **strategic procurement management**

Targeted Competencies

Upon completing the course, participants will enhance their proficiency in:

- **Supply Risk Mitigation**
- Formulating **critical supply strategies** for the future
- Crafting **performance-based service contracts**
- Employing **advanced negotiation techniques**
- Reducing the **supply base** judiciously
- Transforming **supplier relationships** for long-term success
- Utilizing **activity-based costing** to inform procurement decisions
- Exemplifying **change leadership**
- Leading **communication efforts** within the procurement team
- Developing **negotiation countermeasures**
- Advancing **procurement negotiation** methods and control strategies

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Course Content Outline

Unit 1: Performance Purchasing

- The role of **purchasing** and its impact on organizational success
- Understanding the **supply chain** and its influence on procurement
- Analyzing the **external environment** impacting procurement
- Exploring the structure and function of the **procurement organization**
- Navigating the **procurement cycle** from start to finish
- Engaging with different **purchasing systems** and technologies
- Implementing **critical supply strategies**
- Essentials of **category segmentation** in procurement

Unit 2: The Supplier Relationship

- Revolutionizing the **supplier relationship** for long-term success
- Setting **clear specifications** for suppliers and partners
- Collaborating with **end-users** for procurement success
- Creating **supplier evaluation criteria**
- Choosing appropriate **supplier methodologies**
- Adopting the **total cost approach** in procurement decisions
- Building and maintaining **communication**, **trust**, and **credibility** with suppliers

Unit 3: Advanced Negotiation Skills

- Techniques for avoiding **confrontational negotiations**
- Developing **active listening skills** to improve negotiations
- Strategies for handling **agitated negotiators**
- Dealing with **back door selling** and other negotiation challenges

- Analyzing **power closes** used by buyers and sellers
- Dissecting the **source of power** in negotiations
- Identifying **negotiation pressure points**
- Mastering **advanced negotiation tactics** and implementing effective **countermeasures**

Unit 4: Leadership Skills for Procurement Personnel

- Enhancing **communication skills**, both verbal, non-verbal, and written
- Adopting **communication methods** that reduce stress and increase productivity
- Fostering **openness and trust** in communication and collaboration
- Understanding and responding to **change** in procurement activities
- Preparing for **human elements** and emotional responses to changes

Unit 5: Advancing Procurement Contribution

- Attracting and retaining **top supply management talent**
- Implementing **supplier measurement systems** for performance tracking
- Effectively applying **vendor rating practices**
- Developing **performance-based contracts**
- Structuring **action planning** strategies for procurement excellence
- Undertaking **business continuity** and **contingency planning** for procurement
- Applying **activity-based costing** in procurement decisions
- Differentiating between **price, cost, and value** in procurement
- Exploring how advanced procurement can improve **organizational financial health**

Certification

Upon successful completion of the **Advanced Procurement Skills and Professional Course**, participants will earn an **Advanced Procurement Certification**, acknowledging their enhanced procurement knowledge and readiness to contribute strategically within their organizations.