Introduction

World-class organizations view the application of best practices in purchasing as essential skills for all employees involved in the procurement process. This **Certified Purchasing Management Course** focuses on addressing the common performance gaps that hinder supply management and providing the tools necessary for continuous improvement to help organizations meet their strategic goals.

This course aims to develop proactive procurement strategies, fostering creativity, flexibility, and deep supply market knowledge. By measuring the purchasing contributions, participants will understand how to elevate procurement to a core organizational competency, aligning with best practices. The goal is to ensure that professionals are capable of shaping efficient and effective purchasing management processes that significantly contribute to the bottom line.

Targeted Groups

This course is designed for professionals involved in purchasing and procurement, including:

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

It is ideal for those who seek to gain a deeper understanding of the purchasing function and improve their capabilities in procurement management.

Course Objectives

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

- Develop **high-performance purchasing organizations**
- Create **strategic purchasing plans** that align with **certified purchasing manager** training
- Improve **internal customer service** through effective **purchasing management processes**
- Eliminate **low-value-added processes** and focus on **advanced skills** in **purchase management**
- Learn how to develop **spending profiles** to guide procurement strategies
- Use **Key Performance Indicators (KPIs)** to report and track performance
- Utilize **supplier performance data** to make better purchasing decisions
- Understand the **key competencies** for purchasing personnel in a certified purchasing manager context

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Targeted Competencies

Upon completion, participants will improve the following competencies:

- **Strategic Sourcing**
- **Developing Spend Analysis** to focus on improvement initiatives
- **Cost Containment Strategies**
- **Developing Sourcing Strategies** as part of certified purchasing manager programs
- **Procurement Measurements** to define performance in purchasing roles
- **Reducing Low-Value Activities** within purchasing management processes

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Course Content Outline

Unit 1: The 1st Steps to Becoming World-Class

- **4 Stages to World-Class** in procurement
- Evaluating how purchasing is viewed through the lens of a corporate purchasing manager
- Understanding **strategic sourcing**
- Developing **spend profiles** and conducting **ABC analysis**
- Creating **job descriptions** for future purchasing roles
- Defining **skills sets** for purchasing personnel in line with certified purchasing manager standards

Unit 2: Evaluating Your Operation

- Defining **best practices** in purchasing management
- Conducting a **purchasing gap analysis**
- Developing a **vision and mission** for the purchasing department
- Establishing **Key Performance Indicators (KPIs)** for procurement
- Creating a **company purchase price index** using **purchase order management tools**

Unit 3: Continuous Improvement and How to Achieve It

- Initiating **cost reduction** programs in the role of the purchasing manager
- **Methods of cost containment** covered in the certified purchasing manager course
- Identifying **waste in the supply chain** and areas for improvement
- Analyzing **supplier cost elements**
- **Commodity/service strategic planning** for purchasing
- Developing strategies to **resist price increases** in procurement management

Unit 4: Supplier Classification System

- **Methods of supplier qualification**
- Implementing **supplier performance metrics** aligned with purchasing

manager responsibilities
- Applying **supplier performance data** to make purchasing decisions
- **Process mapping** to eliminate low-value activities in the purchasing process
- Introduction to **eProcurement** as part of the purchasing management process

Unit 5: Improving the Image of Procurement

- Engaging **global sourcing** strategies in purchasing
- Comparing **international labor rates** to evaluate sourcing opportunities
- Developing and maintaining a **customer focus** in procurement
- Addressing issues related to **corruption and fraud prevention**
- Enhancing the **level of professionalism** in procurement
- Keeping current in the **purchasing management profession** through continuous learning

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Certification

Participants who successfully complete this course will earn a **Certified Purchasing Manager** certificate, validating their expertise in strategic purchasing and procurement management. This certification will enhance their ability to lead purchasing teams and contribute to their organization’s success in procurement practices.