



موضوع

LPM 339

EFFECTIVE PROCUREMENT

Research

Course Introduction:

Improve service whilst costs: an impossible task? With effective management and leadership, world class company to this every day. "Getting more less" is possible and this seminar shows you how.

In every Supply Chain, the service levels are paralleled with the costs to serve. However, changes to costs have an effect on service levels; as what is done and the way it is done, in turn determines the costs and the service. There is a dynamic trade off relationship between the costs, service and productivity levels in the interacting supply chain operations. Doing things better therefore involves consciously managing the productivity in a holistic way across the supply chain. When this is done, then the outcome is gaining business improvement leadership in the supply chain operations.

Course Objectives:

This training aims to enhance performance and efficiency by increasing the knowledge and skills of project and support staff in managing the procurement function. Participants will understand the features of purchasing, procurement and the wider discipline of procurement and supply chain management.

Who Should Attend?

Procurement Staff, Contract Managers, Project Managers, Architects, Quantity Surveyors Engineers, Warehouse Staff.

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International Centre For Training & Development

Course Outline:

Day 1:

Understanding Productivity

- Utilizing resources
- Productivity of process and methods
- Performance of outputs
- Method study
- Work study
- Time studies

Day 2:

Performance Purchasing

- Introduction to Purchasing and its contribution to the organizations

- Key Concepts
- Purchasing Organisations
- The Procurement Cycle
- Purchasing Cycle

Day 3:

Vendor Selection and Evaluation

Vendor Selection

- Coverage, Discounts and Special offers
- Fulfillment and Shipping
- Ease of Ordering
- Customer Service of Vendors

Vendor Evaluation

- When to evaluate (pilot project, ongoing, contract)
- FAQs for evaluating vendor services
- Data Collection for future vendor selection

Day 4:

Strategic Leadership in Procurement Departments

- Strategic leadership tools for procurement professionals in today's organizations
- Conditions in procurement disciplines that require strategic leadership
- The role of leadership in today's successful procurement disciplines
- Understanding the role of strategic leadership in delivering procurement initiatives
- How strategic leadership skills change with organizational types
- Delivering strategies using leadership empowerment

Day 5:

Advancing Procurement Contribution

- Attract and Retain Supply Management Talent
- Center for Advanced Purchasing Studies Latest Benchmark Report
- Business Continuity and Contingency Planning for Procurement
- What is Activity-Based Costing?
- Ways that Advanced Procurement can Improve Organizations Finances.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session