



ADVANCED SKILLS IN TENDERING AND PROCUREMENT

PIK645-0126 LON-2



Place: London (UK) **Venue:** INDUSTRIOUS (245 Hammersmith Road, London, UK W6 8PW) - TBC
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**If you can't train them,
you can't blame them!**

Short Description:

COURSE OVERVIEW This comprehensive training program examines the core principles and proven techniques throughout the various stages of the contracting lifecycle. Learners will develop a thorough comprehension of critical tendering protocols and the corresponding procurement competencies needed to deliver optimal total value for their institution. The program's content delves into the foundational elements of the tendering process, analysing strategies and approaches that empower organisations to successfully navigate the initial contract establishment phases.

Course Overview:

PROGRAM OBJECTIVES

At the end of this program, participants will be able to:

Contractor Performance Measurement:

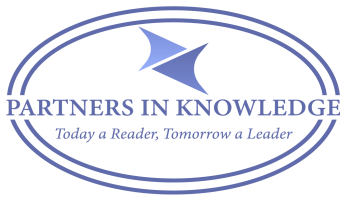
- Develop robust methods for assessing contractor performance.
- Analyse competitive bidding processes to identify effective tender evaluation techniques.

Procurement Strategy & Tender Evaluation

- Establish comprehensive tender evaluation criteria.
- Select the most appropriate procurement strategy for your organisation's needs.

Contract Management & Negotiation

- Review contract strategies to enhance procurement & negotiation skills.
- Understand supplier selection processes & leverage past supplier performance data.



Cost Savings & Procurement Optimisation

- Evaluate how cost savings realised through procurement efforts impact the organisation's bottom line.
- Identify the key components of an effective, end-to-end procurement process.

Continuous Improvement

- Regularly review & refine procurement policies and practices to drive ongoing optimisation.

TARGET AUDIENCE

- Contracts Professionals.
- Purchasing Professionals.
- Project Planning Personnel.
- Procurement professionals responsible for negotiations.
- Personnel involved in planning, evaluation, preparation & management of tenders and specifications for acquiring materials, equipment, and services.
- Personnel in organisations whose leadership want high levels of competency in those involved in procurement activities.
- Professionals responsible for the acquisition of materials, equipment & services.

Program Outline:

PROGRAM OUTLINE

DAY 1 - Integrating Procurement & Strategic Alignment

1. Influence of the External Environment.
2. Adapting to New Business Models.
3. Critical Supply Strategies.
4. The Procurement Cycle.
5. Key Considerations for Businesses.

DAY 2 - Product Classification

1. Supply Variable.
2. Demand Variables.
3. ABC Analysis or the 80/20 rule.
4. Determining product handling groups.
5. Throughputs and product formats.

DAY 3 - The Tendering Process

1. Selecting the Right Contracting Strategy.
2. Stages in the Tendering Process.
3. Developing Tender Evaluation Criteria.
4. Negotiating with Short-listed Suppliers.
5. Determining if a Good Deal was Obtained.

DAY 4 - Refined Purchasing Proficiencies

1. Transforming the Supplier Relationship.
2. Defining the Organisation's Mission in Building Supplier Relationships.
3. Becoming a Good Customer - Key Strategies.
4. Understanding the Difference Between Supplier Relationship Management (SRM) & Collaboration.
5. Optimising the Supply Base - Strategies for Shrinking & Streamlining.

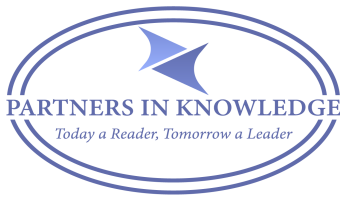
DAY 5 - The Bargaining Process

1. Avoiding Confrontational Negotiations.
2. Communication Techniques.
3. New Techniques in Influencing.
4. Understanding the Other Negotiator's Power.
5. Negotiating Pressure Points & Countermeasures.

DAY 6 - Productivity and Costs

1. Fixed & variable cost.
2. Typical costs involved.
3. A model for understanding the roles of productivity, utilisation & performance.
4. Setting productivity & cost targets.
5. The importance of having measurements & key indications of performance.

DAY 7 - Inventory and the Supply Chain



1. Demand amplifications & demand replenishment in networks.
2. Managing the flows.
3. The Supply Chain Rules.
4. Inventory & statistics.
5. Concept of service level.

DAY 8 - Service Levels

1. Internal & external customers.
2. The three key customer service measure.
3. Customer service sampling.
4. Effects of substandard service.
5. Minimising errors.

DAY 9 - Implementing Organisational Enhancements

1. Attract & Retain Procurement Management Talent.
2. Developing a Realistic Personal Action Plan for Improvement.
3. Business Continuity & Contingency Planning for Procurement.
4. Understanding Activity-Based Costing.
5. Strategies for Procurement to Improve Organisational Finances.

DAY 10 - Case-Study.