

# 2 – DAY EXCELLENT PROCUREMENT & NEGOTIATION SKILLS



## Introduction

A strategic approach to procurement can give organisations a competitive advantage by maximising benefits received in return for spend. Procurement has taken on greater strategic importance in multinational companies in recent years. Procurement is in fact an absolutely essential function within any business and is vital if a business is to succeed, especially in the light of economic downturns and the recession. Many decisions taken by departments have a procurement implication that can impact on the overall cost of carrying out the decision. Procurement is viewed as a strategic function working to improve the organization's profitability. Procurement is seen as helping to streamline processes, reduce raw material prices and costs, and identifying better sources of supply. In essence, helping to reduce the 'bottom line'.

This course is suitable for staff of all grades that require knowledge and skills in operation or management of procurement. This also extends to other department personnel who have some purchasing responsibilities and would like to increase their knowledge and skills in this area.

## Course Objectives

By the end of this course, you will be able to:

- Demonstrate knowledge and understanding of the procurement processes.
- Plan, prepare and carry out effective negotiations and assess their effectiveness.
- Understand Import documentation, procedures and Incoterms.
- Reduce cost through well-planned and executed collaborative negotiations with suppliers.
- Develop knowledge in the key features of Inventory & Stock Control.

## Methodology

- Lectures
- Presentation
- Group discussions/interactions
- Case studies

## Who Should Attend?

- Procurement, Logistics, Planning Managers
- Procurement, Logistics, Planning Executives/Officers/Supervisors
- Procurement, Logistics, Planning Team Leaders and Clerical staff



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## Course Outline

### MODULE 1: OVERVIEW

- Supply Chain Management
- Procurement & Purchasing
- Role of Procurement

### MODULE 2: STRATEGIC PROCUREMENT

- Strategic Sourcing
- Supplier Quality Management
- Procurement Tools & Techniques

### MODULE 3: INVENTORY MANAGEMENT

- Objectives of Inventory
- Controlling Stock Quantity & Value
- Stock taking

### MODULE 4: CONTRACTS & INSURANCE

- Purchase Contract
- Seller & Buyer obligations
- Cargo Insurance

### MODULE 5: INTERNATIONAL SOURCING

- Issues in International Sourcing
- Import Documentation & Procedures
- Incoterms 2020

### MODULE 6: NEGOTIATION FUNDAMENTALS

- Introduction
- Negotiation Skills
- The process, phases and structure of a negotiation

### MODULE 7: NEGOTIATION STRATEGIES

- Five key methods of persuasion
- Negotiation Techniques & Tactics
- Strategies to avoid

### MODULE 8: CASE STUDIES & GROUP DISCUSSION

