

Introduction to Procurement

Introduction:

In the modern business world Procurement is more than just buying things! An efficient Procurement process adds not just monetary value when dealing with suppliers, but it's also important when establishing a positive relationship with them. Procurement should be one of the core aspects of a business, get it right and it helps a business to function effectively, but poor Procurement practices waste money, time and effort.

This one-day course is aimed at those who are new to Procurement, be they planning to start a career in Procurement, or wanting to know more about Procurement practices

COURSE OBJECTIVES

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

- Appreciate the role of the Procurement function in a business
- Understand the core principles and benefits of effective Procurement practices
- Understand the Procurement Cycle including Sourcing, Appraising, and Awarding contracts to suppliers
- Understand different types of Specifications
- Identify and Practice the skills required to be successful in Procurement.

COURSE CONTENTS

Introductions:

- Course objectives

What is a Procurement all about?

- The difference between Procurement and Buying
- Benefits of effective Procurement processes to a business
- Understanding the Supply Market

The Procurement Cycle:

- Internal & External elements of the Cycle
- The processes of Sourcing, Appraising & Awarding contracts to suppliers

Creating Specifications:

- The importance of correctly specifying products and services
- Conformance and Performance Specifications
- Writing a Specification

Procurement skills:

- Research skills
- Negotiation skills
- Contract Management skills
- The process of Tendering

Developing a career in Procurement:

- Pathways available to Procurement professionals
- The role of CIPS in a Procurement career

Creating an Action Plan for future development

COURSE DURATION: 1 Day Course

www.oaktree-training.co.uk

