

Tendering, Procurement and Negotiation Skills

Course Overview

This course explores the process of identifying, selection and negotiating with the suppliers that will help your organisation to be successful. No organisation can be successful without appointing the best suppliers and ensuring that contractual agreements maximise value for money. By applying the right processes for selecting suppliers, costs will be controlled, quality will improve, and organisational efficiency will increase.

Suppliers will seek to optimise their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful and requires appropriate planning and preparation rather than luck and optimism.

Course Objectives

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

- Discuss elements of a good procurement process
- Develop methods of contractor performance measurement
- Learn methods of tender evaluation
- Review contract strategies
- Improve procurement and negotiation skills

Course Content

- Best selection procurement strategy
- Developing tenders and producing tender evaluation criteria
- Analyzing competitive bidding processes
- Practicing Negotiation skills practices in procurement and contracting
- Administration of the procurement and tender process

Day 1 – Alignment of Tendering and Procurement with the Organisation Strategy

- Influence of the external environment
- Adapting to new business models
- Critical supply strategies
- Transforming the Supplier relationship
- The Procurement cycles

Day 2 - Tendering Process

- Elements of a good procurement process
- Selecting the right contracting strategy
- Stages in the tendering process
- Developing tender evaluation criteria
- Negotiating with short-listed suppliers
- How can we be sure we are obtaining a good price?

Day 3 - Advanced Procurement Skills

- Transforming the supplier relationship
- Defining the organization's mission in supplier relationships
- How to be a good customer
- Differentiating between SRM and collaboration
- Optimizing the supply base

Day 4 - Negotiation Process

- Avoiding confrontational negotiations
- Communication techniques
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures

Day 5 - Implementing Improvements in the Organisation

- Attract and retain procurement management talent
- Producing a realistic personal action plan for improvement
- Business continuity and contingency planning for procurement
- What is Activity-Based Costing
- Ways that procurement can improve finances

Course Duration

Five (5) days

Target Audience

This programme will benefit managers involved in procurement/contracting, supply chain and administrative managers of private and those in the public sector.

Course Locations & Dates

Dubai, UAE: August 05 – 09 (2019) - \$4,600.00

Calgary, Canada: October 21 – 25 (2019) - \$5,000.00