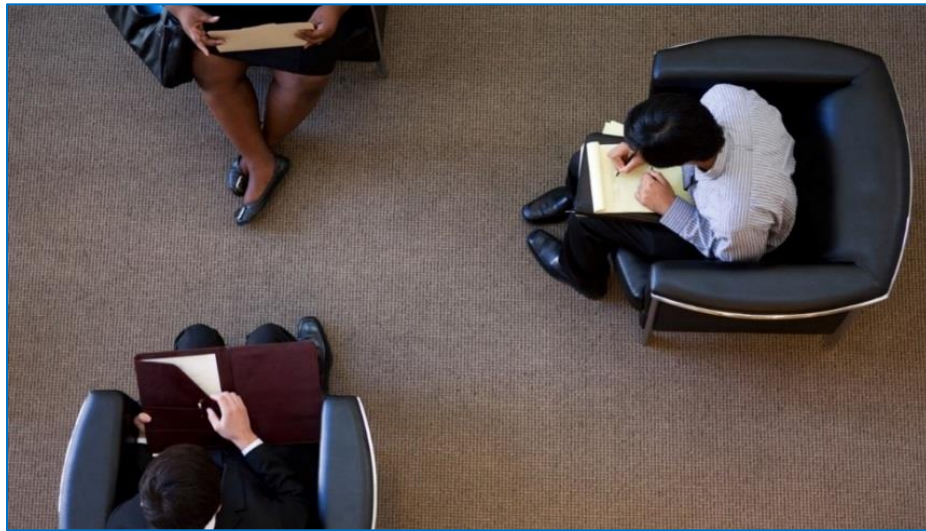




LM042: Negotiation Strategies for Better Purchasing Value

Training Description:

One of the most important and required skills for a purchasing professional these days is negotiation. In this course, we will explore the various modern methods for negotiation from a purchasing perspective. We will cover in detail the various negotiation strategies required to meet the purchasing needs of the organization. The strong and weak points of the buyer along with the strong and weak points of the supplier will be explored. We will also discover the appropriate negotiation style for each situation, and which of these situations is a complex situation that will require careful attention.

Training Objectives:

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

- ✓ Develop effective negotiation strategies to meet the purchasing needs of the organization
- ✓ Implement those strategies to maximize purchasing value
- ✓ Discover the appropriate negotiation style for each situation
- ✓ Handle and deal with complex negotiation situations
- ✓ Identify supplier strong points and buyer strong points

Training Designed for:

This course is intended for Buyers, Senior Buyers, Purchasing Supervisors, Purchasing Managers and all other company personnel who are involved in the buying process.

Target Competencies:

- Strategic negotiation
- Planning skills
- Executing skills
- Dealing with difficult suppliers
- Communicating with suppliers
- Implementation skills

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Pre-Test
- ❖ Preparation Strategies
 - Developing buyer needs and requirements
 - Understanding the buyer position
 - Understanding the supplier position
 - The number of suppliers in the market
 - Economic analysis of the market
 - Forming a pre-negotiation checklist

- Forming the negotiation strategy
- Forming the purchasing negotiation team
- Proper planning and preparation

DAY TWO:

❖ Implementing the Negotiation Strategy

- Making the purchasing plan operational
- The best time to negotiate
- Time is power in purchasing and negotiation
- Information is power in purchasing and negotiation
- The other types of power in negotiation
- The best place to negotiate
- Understanding supplier expectations
- The 80/20 rule of negotiation

DAY THREE:

❖ Developing A Negotiating Style

- Attributes of a good negotiator
- Developing those attributes by the buyer
- Expressing your purchasing needs effectively
- Knowing your products and commodities
- Knowing the supplier products and services
- Active listening techniques
- Types of questioning styles
- Preparing the right list of questions

DAY FOUR:

❖ Dealing with Complex Negotiations

- Sole source suppliers
- Single source suppliers
- Win/Win meets Win/Lose
- Win/Win meets Lose/Lose
- Backdoor buying tactics
- Raging emotions during a negotiation
- Friends as suppliers
- Ethical behavior and negotiation

DAY FIVE:

❖ Preparing and Conducting Individual and Team Negotiations

- Practical role plays
- Playing the role of the buyer
- Playing the role of the supplier
- Playing the role of the evaluator
- Supplier strong points
- Buyer strong points
- Being aware of supplier hidden tactics and tricks

- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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