



LM160: Certificate in Purchasing Management Best Practices: *The Complete Course on Purchasing Management*

Training Description:

This training course covers the skills required to lead a procurement team to world class performance. It focuses on the common “gaps” in performance that must be filled in order for Purchasing Management to provide the continuous improvements needed for organizations to meet their strategic objectives.

Further, this training course encourages everyone how to be proactive rather than reactive in procurement activities and how to be working on the “right” things that display Purchasing’s creativity, flexibility and supply market knowledge. It establishes how to provide and measure purchasing contributions to the organization so that this critical function can be elevated as a core organization competency.

The training course will highlight:

- The skills and attributes of world class Purchasing Personnel
- Measuring leading performance
- Selection and application of management strategies
- Understanding the changing International Best Practices
- Managing supplier to obtain best in class results

Training Objectives:

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

- ✓ Learn how to develop high performance purchasing organizations
- ✓ Develop strategic purchasing plans & discuss how to improve internal customer service
- ✓ Appreciate and see the analytics that guide procurement strategies
- ✓ Explore many ways of reporting Key Performance Indicators (KPIs)
- ✓ Understand the most important competencies for purchasing personnel

Training Designed for:

This course is intended for Procurement and Contracts personnel, Purchasing, Contract Administration, Projects personnel, Engineering, Facilities, Finance, and Maintenance Personnel, Personnel involved in the planning and management of tender process and Leaders in the acquisition of materials, equipment and services.

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:

- ❖ The 1st Steps to Becoming World Class
 - Stages to World Class Purchasing
 - How Purchasing is viewed today

- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions for Purchasing of the future
- Purchasing Personnel Required Skill Sets

DAY TWO:

❖ Evaluating Your Own Operation

- What are Best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing the Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPIs) for Procurement
- Developing a Company Purchase Price Index

DAY THREE:

❖ Continuous Improvement and How to Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste in the Supply Chain
- Breaking Down The Elements Of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

DAY FOUR:

❖ Supplier Management Approaches

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance criteria to Purchasing Decisions
- Process Mapping to Eliminate Low Value Activities
- Applying eProcurement business process

DAY FIVE:

❖ Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing and Maintaining a Customer Focus
- Basic Issues in Corruption and Fraud Prevention
- Increasing the Level of Procurement Professionalism
- Keeping Current in the profession

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Certificate(s):

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

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 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:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615