



# PM325: Best Practices for Procurement and Commercial Management

## Training Description:

Effective procurement and commercial management are critical functions that directly influence organizational profitability, operational efficiency, supplier performance, project success and risk mitigation. In today's increasingly competitive and complex business environment, procurement professionals are expected to move beyond transactional purchasing and contribute strategically to organizational objectives through effective sourcing, supplier relationship management, contract administration, commercial negotiations and value creation.

This comprehensive training course provides participants with practical knowledge, proven methodologies, and international best practices in procurement and commercial management. The course focuses on developing competencies required to manage the entire procurement lifecycle—from planning and sourcing to contract award, supplier management, and commercial governance.

Participants will gain insights into strategic procurement practices, contract and commercial risk management, supplier evaluation techniques, negotiation strategies, performance measurement and ethical procurement principles. Through practical case studies, group exercises and real-world examples, attendees will learn how to optimize procurement outcomes, improve supplier relationships, achieve cost savings and enhance commercial value while ensuring compliance and transparency.

## Training Objectives:

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

- ✓ Understand the strategic role of procurement and commercial management in achieving organizational goals
- ✓ Apply international best practices in procurement planning and sourcing strategies
- ✓ Develop effective procurement and commercial frameworks aligned with corporate objectives
- ✓ Conduct supplier evaluation, selection and performance management processes
- ✓ Prepare and manage tendering and bidding activities efficiently
- ✓ Improve contract administration and commercial governance practices
- ✓ Identify and mitigate procurement and contractual risks
- ✓ Strengthen negotiation skills for commercial and procurement agreements
- ✓ Develop key performance indicators (KPIs) for procurement effectiveness
- ✓ Enhance supplier relationship management and long-term value creation
- ✓ Ensure ethical, transparent, and compliant procurement operations
- ✓ Implement continuous improvement initiatives within procurement functions

## Training Designed for:

This training course is intended for Procurement Managers, Purchasing Managers, Supply Chain Managers, Commercial Managers, Contracts Managers, Tendering and Bidding Professionals, Category Managers, Strategic Sourcing Specialists, Project Procurement Personnel, Contract Administrators, Vendor Management Professionals, Finance and Commercial Officers, Operations Managers involved in procurement decisions and Professionals seeking to enhance procurement and commercial management capabilities.

## 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:

#### STRATEGIC PROCUREMENT EXCELLENCE AND BEST PRACTICES

- ❖ **Module 1: Procurement as a Strategic Business Function**
  - Evolution of procurement from operational to strategic role
  - Procurement's contribution to organizational performance
  - Aligning procurement strategy with business objectives
  - Value creation through procurement excellence
  - Procurement governance and organizational structures
- ❖ **Module 2: Procurement Planning and Category Management**
  - Procurement planning process
  - Spend analysis and procurement forecasting
  - Category management principles
  - Demand management strategies
  - Total Cost of Ownership (TCO) concept
- ❖ **Module 3: Procurement Policies and Procedures**
  - Developing procurement policies
  - Delegation of authority and approval workflows
  - Procurement controls and compliance requirements
  - Ethical procurement practices
  - Anti-corruption and conflict-of-interest management
- ❖ **Workshop:**
  - Procurement maturity assessment
  - Developing a procurement improvement roadmap

### DAY TWO:

#### STRATEGIC SOURCING AND SUPPLIER MANAGEMENT

- ❖ **Module 1: Strategic Sourcing Methodologies**
  - Strategic sourcing framework
  - Market intelligence and supplier market analysis
  - Sourcing strategies and approaches
  - Make-or-buy analysis
  - Global sourcing considerations
- ❖ **Module 2: Tendering and Bid Management Best Practices**
  - Tender planning and preparation
  - RFQ, RFP, ITT and RFI processes
  - Bid evaluation methodologies

- Technical and commercial evaluation criteria
- Tender governance and transparency
- ❖ **Module 3: Supplier Qualification and Selection**
  - Supplier prequalification processes
  - Due diligence and risk assessment
  - Supplier capability assessment
  - Supplier scorecards and evaluation models
  - Supplier onboarding best practices
- ❖ **Workshop:**
  - Developing supplier evaluation criteria
  - Tender evaluation simulation

### DAY THREE:

#### COMMERCIAL MANAGEMENT AND CONTRACT EXCELLENCE

- ❖ **Module 1: Fundamentals of Commercial Management**
  - Commercial management principles
  - Commercial strategy development
  - Value optimization techniques
  - Commercial decision-making frameworks
  - Stakeholder engagement
- ❖ **Module 2: Contracting Strategies and Contract Types**
  - Fixed-price contracts
  - Cost-reimbursable contracts
  - Unit-rate contracts
  - Framework agreements and long-term contracts
  - Selecting appropriate contract strategies
- ❖ **Module 3: Contract Administration Best Practices**
  - Contract lifecycle management
  - Roles and responsibilities in contract administration
  - Managing variations and change orders
  - Claims management and dispute prevention
  - Contract closeout procedures
- ❖ **Workshop:**
  - Contract risk identification exercise
  - Contract review and improvement activity

### DAY FOUR:

#### NEGOTIATION, RISK MANAGEMENT AND SUPPLIER PERFORMANCE

- ❖ **Module 1: Advanced Procurement and Commercial Negotiation**
  - Negotiation planning and preparation
  - Negotiation styles and techniques
  - Managing difficult negotiations
  - Cost reduction and value-based negotiations
  - Negotiating contract terms and conditions
- ❖ **Module 2: Procurement and Commercial Risk Management**
  - Procurement risk identification
  - Supply chain risk assessment

- Commercial and contractual risks
- Risk mitigation planning
- Business continuity considerations
- ❖ **Module 3: Supplier Relationship Management (SRM)**
  - Strategic supplier relationship models
  - Supplier segmentation
  - Performance monitoring systems
  - Supplier development programs
  - Building collaborative partnerships
- ❖ **Workshop:**
  - Commercial negotiation role-play
  - Supplier risk assessment exercise

#### DAY FIVE:

#### **PERFORMANCE MEASUREMENT, DIGITAL PROCUREMENT AND CONTINUOUS IMPROVEMENT**

- ❖ **Module 1: Procurement Performance Management**
  - Procurement KPIs and metrics
  - Cost savings measurement
  - Procurement dashboards and reporting
  - Benchmarking procurement performance
  - Procurement audits and assessments
- ❖ **Module 2: Digital Procurement and Emerging Trends**
  - E-procurement systems
  - Procurement automation technologies
  - Data analytics in procurement
  - Artificial Intelligence applications
  - Digital transformation in procurement and commercial functions
- ❖ **Module 3: Continuous Improvement and Best Practice Implementation**
  - Procurement excellence frameworks
  - Lean procurement concepts
  - Process optimization techniques
  - Change management in procurement transformation
  - Developing procurement improvement initiatives
- ❖ **Final Workshop and Action Planning**
  - Developing a Procurement and Commercial Excellence Framework
  - Group case study presentation
  - Individual action plans for workplace implementation
- ❖ 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:

**USD\$ TBA** - 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 01<sup>st</sup> 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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