

Introduction:

Managing a purchasing department in today's global economy presents significant challenges. The complexities of overseeing suppliers located thousands of kilometers away while still achieving real cost savings require advanced skills. This procurement management training course explores how to effectively manage these diverse suppliers and integrate the purchasing function into the overall supply chain operation.

Additionally, the course examines how the purchasing department should be managed properly to meet all of its key performance indicators, which are essential for individuals seeking certification in procurement management.

Target Audience:

- Buyers
- Senior buyers
- Purchasing supervisors
- Purchasing managers
- Other personnel who need to understand the purchasing function, including those aiming to earn a purchasing certification or master procurement management

Course Objectives:

Upon completing this procurement management course, participants will be able to:

- Define the strategic role of the purchasing department within an organization
- Conduct accurate evaluations of suppliers
- Develop and apply effective negotiation strategies with suppliers
- Understand and explain the importance of value analysis in purchasing decisions
- Assess the purchasing department's performance using appropriate key performance indicators
- Enhance the efficiency of the purchasing function and progress toward becoming certified purchasing management professionals

Key Competencies:

By the end of the course, participants will have improved their skills in:

- Strategic purchasing operations
- Analyzing item value

- Managing the purchasing department
- Negotiating with suppliers
- Upholding purchasing ethics
- Evaluating suppliers
- Coordinating purchasing and logistics management

Course Content:

Unit 1: The Strategic Role of Purchasing

- Understanding the connection between purchasing and overall organizational strategy
- Creating a purchasing mission statement
- Aligning the purchasing mission with the company's mission
- Writing objectives for the purchasing department
- Balancing quality, service, and price in purchasing and logistics
- Identifying goals for the purchasing function
- Distinguishing between different types of purchasing managers

Unit 2: Supplier Evaluation and Negotiation

- Fundamentals of negotiating with suppliers
- Understanding negotiation power dynamics
- Preparing for negotiations
- The thirteen sources of negotiation power
- Achieving mutually beneficial agreements with suppliers
- Criteria for evaluating supplier performance comprehensively
- Strategies for fostering positive supplier relationships
- Building supplier partnerships
- Selecting appropriate suppliers

Unit 3: Value Analysis

- Sixteen key strategic questions to ask during value analysis
- Applying these questions to reduce total costs
- Enhancing purchasing productivity
- Adding value as a purchasing manager
- Characteristics of a twenty-first century purchasing manager
- Differentiating between administrative tasks and strategic thinking in purchasing

Unit 4: Managing and Evaluating Department Performance

- Centralization versus decentralization of purchasing functions
- Reasons for evaluating departmental performance
- Managing other buyers effectively
- Using management by objectives principles
- Encouraging continuous development among buyers
- Selecting key performance indicators for purchasing
- Determining the appropriate number of performance indicators for the department

Unit 5: Improving Purchasing Efficiency

- Evaluating the service provided to internal end-users
- Conducting effective surveys to gather feedback
- Enhancing communication with end-users
- Promoting ethical behavior with suppliers, end-users, and within the purchasing department
- Establishing clear purchase policies and procedures
- Providing training to purchasing staff