

Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies source products from around the globe more frequently than ever, a procurement manager needs strong capabilities. These skills cannot just be learned on the job: they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization.

In this course, you'll learn the basics of procurement, including what a supply chain looks like, the purchasing cycle, essential tools and strategies for making the best purchasing relationships work, managing bids, and more.

Session One: Course Overview

Session Two: Supply Chain Management Basics

Defining the Terms
Making Connections
The Value of Procurement
Practice Makes Perfect
Pre-Assignment Review

Session Three: The Purchasing Cycle

Cycle Overview
Identifying a Need
Researching Your Options
Lessons Learned

Session Four: Purchasing Toolkit

Analyzing the Price
Six Categories of Cost
How Much?
Analyzing Costs
Evaluating Suppliers
Evaluation Checklist
Negotiation Basics
Effective Questions
Collaboration Techniques
The Learning Curve

Session Five: Managing Competitive Bids

Purchasing Through RFP's and Tenders
Making a Choice
Creating a Contract
Ethical Considerations
Ethical Dilemmas

Session Six: Improving Efficiency and Accuracy

Managing Supplier Performance
Controlling Quality
Setting and Monitoring Delivery Standards

Session Seven: Analyzing and Reducing Risk in the Supply Chain

Whose Risk Is It Anyway?
Agile Procurement
A Risk Management Focus

Session Eight: Managing Internal Relationships

Procurement's Role in the Organization
Spell It Out
Making Your Mark
Cross-Functional Teams
Think About It

Session Nine: Tools of the Trade

Digital Systems
E-Commerce
Tools of the Trade
Evaluating Your Department
Drawing Conclusions

Personal Action Plan