



Basic Purchasing Skills

3 Days

INTRODUCTION

Purchasing is essential to the success of modern organizations and successful organizations need highly trained and Effective Managers. Buying teams need to be effectively managed in order to balance the requirement for high quality materials and services with the lowest prices and low administrative costs, and work with other departments and functions. This programme will provide practical examples of:

- Developing the right organizational strategies for your team
- Roles and responsibilities of Buyers
- Negotiating with suppliers
- Cross functional purchasing approaches
- Measuring and Improving Purchasing Performance

WHO SHOULD ATTEND?

- Purchasing Officers and Managers in business, government and the military
- Any Purchasing professionals responsible for all types of materials, equipment and services
- Buyers appointed to the role of Purchasing Manager in the past two or three years
- Professionals responsible for buying departments who wish to improve the performance of their team
- Professionals in other roles who wish to understand purchasing and improve the interaction with their function

PROGRAMME OBJECTIVES

- The essential requirements for Purchasing Management
- Team structures and roles
- The benefits of improved purchasing
- Implementing changes within the team and with other departments
- Strategies and tactics for improved buying
- The uses of tendering, negotiation and other approaches
- Measuring and Improving Purchasing Performance
- Using Key Performance Measures



TRAINING METHODOLOGY

Participants will learn by active participation during the programme through the use of exercises, questionnaires, syndicate and group discussion, training videos and discussions on "real life" issues in their organisations.

PROGRAMME SUMMARY

The programme covers all the essential skills needed by Purchasing Managers to be effective in obtaining value for money for their organisations. The programme will concentrate on how to structure Buying activities in the way that ensures the best results for the whole organisation by focusing on the most important purchases and prioritising activities. The benefits of improved Purchasing are presented along with methods for communicating them with other stakeholders in the organisation.

All participants will return to their organisations with a developed Action Plan to implement their learning from the programme into their daily routine at work.

PROGRAMME OUTLINE

Effective Purchasing in Modern Organisations

- What is the role of Purchasing?
- What do other functions want from Purchasing?
- Essentials for Effective Purchasing
- Concepts and approaches in Purchasing Management
- Team Roles and responsibilities
- What do you want to achieve?

Tools for Effective Purchasing

- Spend mapping
- Supply Positioning
- Supplier Intelligence
- Supplier Selection
- Role of Distributors and Agents

Financial and non-financial Purchasing Measures

- Pricing Mechanisms
- Value Analysis
- Cost analysis



- Total Cost of Ownership
- Capital Equipment Life Cycle Costing
- Early Involvement of other functions

Use of appropriate sourcing techniques

- Use of Tendering, negotiation, direct sourcing and e-commerce
- Tendering, RFIs, RFQs
- Negotiation preparation, strategy and tactics
- Negotiation with other cultures
- E-procurement

Implementing Purchasing Improvements

- Using Key Performance Measures to monitor and deliver improvements
- Metric hierarchies
- Implementing Change
- Planning Communications
- Planning for Action