

Tendering, Procurement, and Negotiation Skills Training

Description

Introduction

This course explores the process of identifying, selection and negotiating with the suppliers that will help your organisation to be successful. No organisation can be successful without appointing the best suppliers, and ensuring that contractual agreements maximise value for money. By applying the right processes for selecting suppliers, costs will be controlled, quality will improve and organisational efficiency will increase.

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Suppliers will seek to optimise their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful, and requires appropriate planning and preparation rather than luck and optimism.

This course will feature:

- Selecting the right procurement strategy
- Developing tenders and producing tender evaluation criteria
- Analysing competitive bidding processes
- Practicing negotiation skills
- Administration of the procurement and tender process

Objectives

- Discuss elements of a good procurement process
- Develop methods of contractor performance measurement
- Learn methods of tender evaluation
- Review contract strategies
- Improve procurement and negotiation skills

Content

Day One

How Tendering and Procurement Aligns with the Organisation Strategy

- Influence of the external environment
- Adapting to new business models
- Critical supply strategies
- Transforming the Supplier relationship
- The Procurement cycle

Day Two

The Tendering Process

- Elements of a good procurement process
- Selecting the right contracting strategy
- Stages in the tendering process
- Developing tender evaluation criteria
- Negotiating with short-listed suppliers
- How can we be sure we are obtaining a good price?

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Day Three

Advanced Procurement Skills

- Transforming the supplier relationship
- Defining the organization’s mission in supplier relationships
- How to be a good customer
- Differentiating between SRM and collaboration
- Optimising the supply base

Day Four

The Negotiation Process

- Avoiding confrontational negotiations
- Communication techniques
- New techniques in influencing
- Understanding the other negotiator’s power
- Negotiating pressure points and countermeasures

Day Five

Implementing Improvements in the Organisation

- Attract and retain procurement management talent
- Producing a realistic personal action plan for improvement
- Business continuity and contingency planning for procurement
- What is Activity-Based Costing

- Ways that procurement can improve finances

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