GLOBAL TRAINING INSTITUTE

Procurement Process: From Planning to Execution



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Procurement Process: From Planning to Execution training course is designed for medium to large organizations aiming to optimize their procurement strategies. This interactive program equips participants—both novice and experienced—with practical skills in supplier selection, contract management, and effective negotiation techniques. Through real case studies and engaging exercises, attendees will learn how to ensure that the most suitable suppliers are chosen, fostering sustainable and valuable relationships. The course emphasizes the importance of collaboration among all stakeholders and the soft skills necessary to navigate challenges in procurement.

Who Should Attend

This course is ideal for a diverse range of professionals, including:

- Contracts and Contract Administration Professionals
- Tendering and Purchasing Professionals
- Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Personnel
- Individuals involved in planning, evaluating, and managing tenders, specifications, and contracts

Course Objectives

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

- Position procurement as a valued and trusted function within the organization.
- Understand the reasons behind project failures and how to mitigate them.
- Differentiate between the needs and wants of end-users to align procurement strategies.
- Apply effective interpersonal techniques to enhance stakeholder communication.
- Identify various risks involved in the procurement process and develop mitigation strategies.
- Implement dynamic and ethical evaluation criteria in the procurement process.
- Enhance negotiation skills and strategies to achieve win-win outcomes.

Course Content

Procurement Organization and End-to-End (E2E) Process

- Structure of procurement organizations and roles.
- Cost efficiency benchmarking and supply chain management.
- The E2E procurement framework tailored for various categories.
- **Contracting Strategy**
- Key elements in formulating a robust contracting strategy.
- Types of contract remuneration and their applications.
- Identifying and mitigating procurement risks effectively.

Go-to-Market Approaches

- Analyzing supply market dynamics through SWOT analysis.
- Competitive bidding processes and associated documentation.
- Exploring outsourcing, consortiums, and alliances.

Communication, Negotiation, and Conflict Management Skills

- Developing influencing skills and conflict management methodologies.
- Engaging in role plays to practice negotiation techniques.
- Preparing teams for negotiation based on practical case studies.

Managing the Contract Post Award and Performance Management

- Key contract terms and conditions and their implications.
- Initiating contract start-up and developing a contract management plan.
- Monitoring contract performance and planning for contract close-out.