

*Essentials Courses are designed to introduce topics:*

<b>2 DAYS</b>	<b>Procurement Essentials</b> This practical and interactive training course considers essential elements of the procurement process, together with basic tools and techniques used in procurement. Workshop delegates learn of the end-to-end process, how procurement can contribute to an organisation's success and when to apply a range of purchasing tools and techniques.	<b>2 DAYS</b>	<b>Negotiation Essentials</b> This practical 2 days workshop is aimed at delegates who are involved in negotiations and need an introduction to the skills and process in commercial negotiations. Workshop delegates will learn to identify and practice persuasion skills and understand the overall process required for a successful negotiation. Sourcing
<b>2 DAY</b>	<b>Contract Law Essentials</b> This 2 days introduction course is designed to allow those new to procurement, or those developing their careers, to look at one of the most important areas of procurement. Workshop delegates will gain an understanding of the importance of contract law, common pitfalls in negotiating contracts, and when to involve inhouse/ external legal departments.	<b>2 DAYS</b>	<b>Contract Management Essentials</b> This workshop explores ways in which delegates can motivate suppliers and manage the relationship after contract award. Workshop delegates will learn to identify the levers of supplier performance management and develop practical strategies to improve contractor/ supplier relationships.

*Techniques courses are designed to cover specific areas of procurement*

*and are designed for those practitioners who have some experience and want to build on their existing knowledge.*

<b>1 DAYS</b>	<b>Specification Writing Techniques</b> A one-day program designed to assist procurement practitioners in understanding and developing specifications to enable better outcomes from their contracts. Workshop delegates will learn to apply good practice concepts and approaches and return with practical tools, techniques and methodologies that they can apply straight away.	<b>2 DAYS</b>	<b>Supply Market Analysis Techniques</b> This workshop assists procurement professionals to understand what tools are available to analyse supply markets and how to utilise them. Delegates will learn to understand markets and interpret the results for sourcing strategies.
<b>3 DAY</b>	<b>Category Management Techniques</b> This 3 days intensive workshop is designed to develop skills in understanding the relationship between category management and procurement and how to best apply the tools and techniques discussed. The workshop will give a broader understanding of the process of category management and the tools and techniques that can be utilized within the process.	<b>2 DAYS</b>	<b>Supplier Relationship Management Techniques</b> This workshop equips delegates with a set of tools and techniques to manage the relationship with service providers whilst ensuring performance of the contract. Delegates will gain a consistent approach and in depth understanding of contract management and ensuring that the appropriate strategies are developed to deliver value back to the organization.

**Advanced Courses Created for experienced practitioners, these programs are intensive and are designed to stretch knowledge and give the experienced professional more tools in their belt.**

3 DAYS	<p><b>Advanced Contract Law and Risk Analysis</b></p> <p>This is an advanced programme to assist procurement professionals further develop skills to recognize the importance of contract law and the risks of terms contained in contracts. This teaches delegates to act in a way that protects their organizations. Workshop delegates will gain a deeper understanding of the more complex legal issues and commercial risks that they may come across and allow them to behave more confidently when negotiating both internally and externally.</p>	3 DAYS	<p><b>Advanced Contract Management</b></p> <p>This course equips delegates with a set of tools and techniques to manage service providers' performance to deliver optimum value to their organizations. Delegates will gain a better understanding of the key aspects of managing contracts, and obtain better performance and relationships with contractors and suppliers.</p>
3 DAYS	<p><b>Advance Category Management Techniques</b></p> <p>This 3 day intensive workshop is designed to develop skills in category management and how to best apply the tools and techniques of effective Category management. The workshop will give a more advanced understanding of the process of category management and the tools and techniques that can be utilized within the process.</p>	3 DAYS	<p><b>Advanced Negotiation</b></p> <p>A three-day interactive program designed to develop skills in negotiation and to improve the confidence to apply those skills. Delegates will gain a deep understanding of the phases of negotiation and will be given opportunities to practice these. They will receive one to one feedback on their skills.</p>
1 DAYS	<p><b>Policy and Procedures Development Course</b></p> <p>This one day course will deliver necessary skills to develop effective policy and procedure documents. With an aim to deliver user-friendly document that focuses on both process and content. Some of the topics:</p> <ul style="list-style-type: none"> <li>• What is Policy and Governance?</li> <li>• How to develop a policy and procedure.</li> <li>• Structure, format and language</li> </ul>		<p><b>Ramzi A Ibrahim, FCIPS</b>  <b>Procurement and Contract Management Trainer</b></p> <p>ramzi@procumart.com</p>