



an  egis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Advanced Procurement Management

06 – 08 December 2020

Online,  zoom

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

This programme is designed to enable participants improve the efficiency of the procurement process and therefore optimise the positive results of the expenditure of public funds. The programme will also examine the ways to eliminate corrupt procurement practices by increasing transparency and accountability within the system and thereby encouraging inward investment, enabling the local economy to develop further.

Objectives

Participants attending the program will:

- Review the meaning of strategic procurement
- See the procurement job descriptions of the future
- Discuss integration methods
- be given examples of best practices in procurement
- Study supply risk mitigation from the strategic perspective
- Review how to obtain best pricing
- Understand methods of focusing on the more important areas of procurement
- Learn how to improve the image of purchasing operations
- Be taught how to develop spend analysis
- Consider Key Performance Indicators (KPI) for Procurement

Who Should Attend?

- Contracts, Purchasing, and Procurement personnel.
- Project, Engineering, Operational, and Maintenance, personnel who are involved in the planning, and execution of purchases and contracts, and
- All involved in the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.

Course Outline

Module 1: The Principles of logistics, supply chain management and Purchasing

Logistics and Supply chain management coordination:

- Introduction to logistics and supply chain activities and processes
- Information Technology in logistics and supply chain
- Strategy and planning within SCM
- Logistics Customer service
- Logistics product life cycle

The role of the purchaser:

- Introduction to purchasing policy, role and objectives
- Purchasing role in deciding quality and the impact of Total Quality Management
- Standardisation procedures role in reducing operational costs
- Producing specifications
- Producing effective contracts and contract implementation

Selecting the right Supplier:

- Sourcing of suppliers and selection of the right supplier
- Evaluation of suppliers' performance
- Developing supplier relationship
- The role and procedures for Tender boards
- Evaluation of Bids and Quotations
- Purchasing strategy and negotiation
- Negotiation methods and supporting research

Module 2: The Management of Inventory

Stock Control:

- Basic principles of stock control
- Analysing stock holdings
- Reducing inventory costs: standardisation and rationalisation procedures
- Independent demand and forecasting techniques
- Service level and safety stock policy
- Designing appropriate stock control systems
- Materials Requirements Planning (MPR) and Materials Resource
- Planning (MRPII) and Just In Time (JIT) concepts

Designing and maintaining an operational store:

- Stores/warehouse location
- Stores design, planning and layout
- Methods of storage and storage equipment
- Materials handling equipment – use and a guide to selection
- The business environment
- Organisation Structure and the Management of Change

Module 3: Purchasing Strategy

Formulating and developing a Purchasing and Supply Strategy:

- The importance of a supply strategy to an organisation
- Common objectives and targets
- Supplier relationships
- Risk Management
- Analysing the market

Measuring Performance/Staff Training and Development

- Measuring performance of purchasing and supply
- What should be measured and how
- Measuring staff performance
- Training and Development

Module 4: Management of Logistics

Contract Management:

- What is a Contract?
- The duties of the buyer and seller
- Types of Contract
- Preparation of a Contract
- Identifying and evaluating Risk
- Contract Management

Effective Transportation:

- The role of logistics management
- Modes of transport
- Risks in transporting goods
- Role of packaging
- Intermodal distribution
- Benefits of containerisation
- Issues which affect international sourcing

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| ○ Technical Session | 09.00-10.30 am |
| ○ Coffee Break | 10.30-10.45 am |
| ○ Technical Session | 10.45-12.15 noon |
| ○ Coffee Break | 12.15-12.45 pm |
| ○ Technical Session | 12.45-02.00 pm |
| ○ Course Ends | 02.00 pm |

Course Fees*

- **1,100 USD**
**VAT is Excluded If Applicable*

