

Introduction to Procurement

Duration: 2 days

This course is tailored to meet individual Client requirements, and provides a high level understanding of relevant elements of procurement. The course is suitable for new entrants, single function operatives and gives refresher training to individuals seeking to understand current procurement practices and protocols in the wider business community. The training is delivered via a range of methods including tutor led delivery and plenary discussion and individual and group practical exercises.

Who should attend this course?

This course is aimed at all levels of procurement staff.

Course Objectives

By the end of the programme, participants will be better able to understand a range of the following topics:

- What procurement is all about
- 'Need' 'Specification'
- Contract, Framework, Partnership
- Tender Process
- Services Specifications
- Service Level Agreements
- Qualifying Suppliers
- Evaluation Process
- Supplier Selection
- European Directives
- Procurement Methods
- Buying from Overseas
- Strategic Partnerships
- Basic Contract Law
- Technology
- Tactical v Strategic
- Capital Goods Procurement (WLC)
- Performance Management
- Supplier/Stakeholder Relationships
- Ethical Procurement
- Green/Sustainable Procurement

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