

# Good & Best Procurement Practices Training

- ✓ **Improving Workflow & Preparing**
- ✓ **Organization for E-Procurement**
- ✓ **And Building a Procurement Knowledgebase**

## Program Overview

This comprehensive program empowers participants with the: Current Best Practices in Key areas of Procurement.

Last few years have seen the greatest transformation in Procurement Tendering practices than had happened in the last 100 years.

Quality Assurance, TQM, IT and E-Procurement Business Models have evolved that have dramatically increased procurement effectiveness and reduced procurement costs to upto 10% of what they used to be!! (900% savings on 95% of procured items).

Experience of the leaders tell full story: British Telecom, BP, Oil Producers and Refiners, Utilities, Automobile Giants all have implemented Procurement Systems to dramatically make similar saving.

### This program also prepares you for

- Improving your Current Workflow to bring it in line with Industry Best Practices and
- Preparing to Implement E-Procurement in your organization.
- A Must-Attend program for Procurement and Management Staff. A great opportunity to exchange ideas with other procurement professionals from your area.

## This Program is Intended for...

**Managers, Procurement Engineers and Procurement Staff** and those with responsibility for Tendering/ Purchase (Policy Formulation, Processing, Contract Award, Contract Administration, Supervision Control).

**Typical participants** will be Department Section Heads, Project Engineers,

Supervisors, Planning Executives, Engineering Maintenance Dept Engineers and other Purchase Department Staff (Purchase, Administration, Finance, Project Legal).

## Program Style...

This Program emphasizes the Procedures and Checklists approach to Procurement.

For each process in procurement this program highlights how we can improve effectiveness, efficiency and quality.

Discussion, implementation and case studies will be based on actual conditions prevailing in the program geographic area.

## PROGRAM CONTENT

### Week 1

- Understanding Organization Procurement Objectives
- Understanding Organizational Procedures
- Legal Contractual Understanding for Procurement Professionals
- **Understanding Customer Expectations from Procurement**
  - Internal Customers
    - User Departments
    - Management
  - External Customers
  - Ultimate Users
- **Kaushal's Step-by-Step Quality Implementation Methodology**
  - Meeting the Customer's Stated Needs
  - Meeting the Customer's Real Needs
  - Meeting the Customer's Expectations

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**Good & Best Procurement Practices Training (TND201)**

- Exceeding the Expectations of Customers
- **Good and Best Practice Procurement Processes**
  - Competitive
  - Non Competitive Procurement
- Procurement Prequalification Process

**Week 2**

- Quality Assurance & Customer Satisfaction Processes
- **4M + C Analysis of Procurement Processes**
  - Core Processes
  - Analyzing Processes & Establishing Controls
  - Workflow Improvement
- Continuous Improvement of Procurement Processes
- E-Tendering to Reduce Cost, Reduce Cycle Times and Improve Productivity
- E-Procurement Strategies for Dramatically Reducing Procurement Costs and Cycle Times
- Vendor Development Processes
- Long-Term Procurement Relationships with Suppliers
- Negotiated Contract Process Analysis
- Win-Win Dispute Negotiation and Settlement in Procurement
- Building a Procurement Section Knowledge Base

**Latest Program Dates**

- [www.EuroTraining.com/bro/tnd201.html](http://www.EuroTraining.com/bro/tnd201.html)
- [www.EuroTrainingUK.com/bro/tnd201.html](http://www.EuroTrainingUK.com/bro/tnd201.html)

**Registration Recommendations**

It is recommended you nominate two participants together for this program. Single nominations will also be considered.

<b>REGISTRATION FORM</b>	
Program:	Good & Best Procurement Practices Training (TND201)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
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