



Procure

new skills



Procurement and Supply Skills Training Portfolio

DELIVERED BY CIPS FOR BUSINESS

Procurement Fundamentals



Is it right for me?

This interactive one-day training course considers fundamental elements of the procurement process, together with basic tools and techniques used within procurement and supply. It provides a robust grounding in procurement basics and is designed for those in a junior procurement/supply chain role or those new to the discipline. Delivered using learning systems and techniques to develop individual skills.

What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Procurement is a strategic process which enables increased added value and is a contributor of competitive advantage to the organisation. Understanding the fundamentals of the procurement cycle and supply chain function contributes to enhanced spend management and categorisation.

Involvement in developing robust specifications builds an understanding of the sourcing process and wider supply chain and provides opportunities to develop stakeholder management skills. The supplier appraisal processes are key to successful procurement outcomes from the bid process, together with skills in performance and supplier relationship management.

What are the learning objectives?

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

- Recognise the fundamentals of the procurement cycle and how each phase contributes to the effective management of spend and supply chain function
- Recognise the need for and importance of the involvement of procurement in specification development and successful outcomes
- Undertake supplier appraisal, develop a post tender appraisal, and develop tender/RFQ templates
- Describe the difference between performance and supplier relationship management, and how to effectively manage termination

PROCUREMENT FUNDAMENTALS

Agenda

Online pre-work should be completed before your first session

The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1

Introduction to procurement and supply

- Role and value-add of procurement
- Supply chain management
- Ethical considerations

Session 2

Planning and specifying the procurement

- Planning procurement activities
- Five 'Rights' of procurement
- Characteristics of different spend categories
- Types of specification
- Engaging suppliers in early discussion

Session 3

Managing the Competitive Bid Process

- Selection, process, and evaluation criteria
- Strategic sourcing models

Session 4

Implementation

- Award and supplier performance/relationship management

Review of the day

What's next?

Spot on training

A man with a beard and short hair, wearing a blue shirt and a dark blue sweater, is shown in profile looking to the right. He is centered within a glowing white circle that is part of the 'Spot on' text.

About CIPS, the Chartered Institute of Procurement & Supply

The professional body

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

Quality guaranteed

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

The Global Standard

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

A commercial organisation

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.