

Introduction to Purchasing Management Course

International procurement is a complex process that offers organizations the opportunity to benefit from lower costs, higher quality, and improved supplier performance.

This comprehensive purchasing management course also prepares participants to earn the certified purchasing manager credential, a widely recognized mark of excellence in the field of purchasing management.

Purchasing Management Course Overview

A solid understanding of the purchasing management process is essential for professionals in this discipline. Purchasing management refers to the strategic approach to overseeing and optimizing the acquisition of goods and services within an organization.

This mini master training course highlights the importance of purchasing management and provides training for purchasing managers, including tools and insights into best practices in strategic purchasing management.

Importance of Purchasing Management

The importance of skilled purchasing management in today's global business environment is significant. A well-structured purchasing management course such as this is vital for professionals who want to contribute meaningfully to procurement efficiency and the overall success of their organizations.

Target Audience

- Experienced buyers and purchasing agents
- Purchasing managers and directors
- Supply chain personnel responsible for international logistics
- Managers looking to improve their management, negotiation, and purchasing skills

Course Objectives

By the end of this certified purchasing management course, participants will be able to:

- Enhance their management capabilities
- Build and lead dynamic teams
- Develop a strategic mindset
- Negotiate effectively
- Establish a vision of excellence for their operations

- Identify, evaluate, and manage international sources of supply
- Implement best practices in international procurement
- Manage the global movement of materials
- Review effective management practices
- Learn techniques for building teamwork
- Understand key aspects of strategic thinking
- Evaluate critical components of operational excellence
- Locate and assess new international suppliers
- Consider the impact of the internet on purchasing functions
- Review global purchasing best practices
- Improve supplier management
- Study contemporary inventory management concepts
- Develop strong negotiation skills
- Understand how to draft effective international contracts
- Plan and manage international transportation

Targeted Competencies

After completing this course, participants will improve their abilities in:

- Management
- Leadership
- Strategic planning
- Purchasing methods
- Supplier communication
- Purchase order preparation
- Logistics management
- Material sourcing
- Negotiation

Course Content

Unit 1: People Management

- Importance of managing both social and technical aspects
- Communication techniques for effectiveness
- Motivating for performance
- Enhancing coaching skills
- Empowering employees for better outcomes

- Traits of successful managers

Unit 2: Leading Teams

- Benefits of teamwork
- Characteristics of ineffective versus effective teams
- Managing conflict constructively
- Understanding team members' behavioral styles
- Creating and managing virtual teams

Unit 3: Strategic Planning

- Understanding the strategic planning process
- Gaining competitive advantage
- Applying dynamic analysis of strengths, weaknesses, opportunities, and threats
- Focusing on vision and mission statements
- Importance of contingency planning
- Reviewing examples of success and failure

Unit 4: Negotiating for Results

- Understanding the negotiation process
- Qualities of an effective negotiator
- Developing negotiation strategies
- Using persuasive negotiation techniques
- Realizing the benefits of effective negotiation
- Practical negotiation exercises

Unit 5: Operational Excellence

- Learning from the Malcolm Baldrige quality award standards
- Lessons from top-performing companies
- Benchmarking operations against best practices
- Fostering employee commitment
- Managing continuous improvement
- Building high-performance organizations

Unit 6: The Modern Buying Function

- Impact of globalization
- Using the internet for procurement activities
- Modern purchasing practices
- Ensuring supplier performance
- Methods to determine pricing
- Role of procurement within the organization
- Measuring procurement performance
- Long-term pricing contract formulas

Unit 7: International Buying

- Operations of international purchasing
- Understanding international counter-trade
- Advantages of global procurement
- Overcoming challenges in international buying
- Applying the learning curve concept
- Ensuring quality of material deliveries
- International buying and inventory management
- Cost reduction strategies in inventory management

Unit 8: International Supplier Sourcing

- Preparing to source beyond domestic markets
- Global sourcing strategies
- Locating international suppliers
- Choosing between single and multiple sourcing policies
- Supplier evaluation criteria
- Managing exchange rate risks
- Addressing ethical issues in sourcing

Unit 9: Negotiation and Contract Preparation

- Insights into negotiation processes
- Traits of effective negotiators
- Preparing for negotiation
- Negotiation techniques
- Building partnerships with suppliers
- Legal aspects of international buying

- Drafting international contracts
- Dispute resolution methods

Unit 10: International Movement of Goods

- Understanding international commercial terms
- Procuring transportation services
- Using air and ocean transportation effectively
- Obtaining marine insurance
- Calculating total landed cost
- Planning strategic purchases
- Re-engineering purchasing operations for efficiency