



Tendering, Procurement and Negotiation Skills



5 - 16 August 2024



Geneva (Switzerland)

# Tendering, Procurement and Negotiation Skills

course code: C8230 From: 5 - 16 August 2024 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## The Conference

Tendering is the function that costs an organization a great deal of money and this has to be performed correctly in order to maximize effectiveness and minimize costs. Organizations' executive management everywhere is realizing that Managing Tenders must emerge as a critical core competency if organizations are to increase revenue.

Essential Tendering is linked with Procurement Skills and covered in this programme so designed to explore the best practices in the phases of tendering and procurement. This programme explores many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization. Included in the large number of topics that brings increased professionalism to the important functions of the Tendering and Procurement departments are:

- Developing Tenders
- Analyzing Competitive Bidding Processes
- Producing Tender Evaluation Criteria
- Selecting the Right Procurement Strategy
- Administration of the Procurement and Tender Process
- Negotiation Skills

## The Goals

**The goals of this programme are to:**

- Discuss Elements of a Good Procurement Process
- Develop methods of Contractor Performance Measurement
- Learn methods of Tender Evaluation
- Review Contract Strategies
- Improve Procurement and Negotiation Skills

## The Process

Participants will learn by active participation during the programme through the use of written materials, exercises, role playing and discussions on "real life" issues in their organizations.

**There will be practical examples and exercises including:**

- Analysis of cash flow
- Tendering difficulties
- Negotiation
- Improving the organisation's processes

## The Benefits

**Employees gain from this programme by:**

- Learning methods of Tender Evaluation
- Discussing how New Suppliers are Selected
- Seeing how to Apply Past Supplier Performance for Better Selection
- Participating in Negotiation Exercises
- Conducting a Case Study in Negotiation
- Evaluating how Cost Savings Transfer to the Organization's Bottom Line

## **The Results**

### ***The organization will benefit by:***

- Reduction in Tendering Costs
- Improved Customer Satisfaction
- Reduced Cost of Running the Procurement Management Function

Participants will be able to immediately implement a wide variety of time-tested techniques in Tendering and Procurement Management. During the programme they will be exposed to the latest trends in Tendering and Procurement Management that make companies successful; the emphasis being on practical, real world implementation of modern methods.

## **The Core Competencies**

### ***Participants will gain in the following competencies as a result of the programme:***

- Improve their Effectiveness in their Organization Roles
- Tendering Processes
- Finding and Implementing Cost Reduction Opportunities
- Advance ways of Controlling Negotiations
- Transforming the Supplier Relationship

## **The Conference Content**

### ***How Tendering and Procurement Aligns with the Organization Strategy***

- Influence of the External Environment
- Adapting to New Business Models
- Critical Supply Strategies
- Transforming the Supplier Relationship
- The Procurement Cycle

### ***The Tendering Process***

- Elements of a good Procurement & Competitive Bidding Process
- Selecting the Right Contracting Strategy
- Stages in Tendering Process
- Developing Tender Evaluation Criteria
- Negotiating with Short-listed Suppliers
- How do you know you Obtained a Good Price?

### ***Advanced Procurement Skills***

- Transforming the Supplier Relationship
- Defining the Organization's Mission in building Supplier Relationship

- How to be a Good Customer
- The Difference between SRM and Collaboration
- Shrinking the Supply Base

### ***The Negotiation Process***

- Avoiding Confrontational Negotiations
- Communication Techniques
- New Techniques in Influencing
- Understanding the Other Negotiator's Power
- Negotiating Pressure Points and Countermeasures

### ***Implementing Improvements into the Organisation***

- Attract and Retain Procurement Management Talent
- Producing a Realistic Personal Action Plan for Improvement
- Business Continuity and Contingency Planning for Procurement
- What is Activity-Based Costing
- Ways that Procurement can Improve Organization's Finances