



## **DIRECTORATE OF RESEARCH & CONSULTANCY**

### **ADVANCED PROCUREMENT & SUPPLY CHAIN MASTERY: VALUE CREATION & COST CONTROL**

**Duration: Two Days**

**Venue TBA**

#### **Course Overview**

Procurement has evolved from a transactional function into a strategic enabler of organisational performance, cost optimisation, and risk management. In today's environment characterised by global supply disruptions, digital transformation, sustainability demands, and stricter regulatory oversight organisations must adopt modern procurement practices to remain competitive and compliant.

An effective procurement function not only ensures value for money, but also strengthens supplier resilience, transparency, accountability, and ethical sourcing. It plays a critical role in cost control, service delivery, and organisational sustainability.

This programme is designed to equip participants with practical, forward-looking skills in procurement and supply chain management, integrating best practices, digital tools, governance frameworks, and strategic sourcing techniques. Participants will gain the ability to align procurement with organisational strategy, manage supplier performance, mitigate risks, and leverage technology for efficiency and transparency.

#### **Learning Objectives**

By the end of the course, participants will be able to:

- Position procurement as a strategic partner within the organisation
- Apply modern procurement methods, including strategic sourcing and category management
- Conduct robust supplier evaluation and performance management
- Design and implement effective negotiation strategies
- Strengthen compliance with procurement regulations and governance frameworks
- Integrate digital procurement tools (e-procurement, ERP systems) into operations
- Develop procurement plans aligned to organisational strategy and budgets
- Apply risk management and contract management best practices
- Incorporate sustainable and ethical sourcing (ESG principles)
- Use data analytics and KPIs to drive procurement performance

#### **Target Audience**

This programme is ideal for:

- Procurement, purchasing, and contracts professionals
- Finance and audit personnel involved in procurement oversight
- Supply chain and logistics staff
- Project managers and operational managers
- Staff involved in tendering, vendor management, or contract administration

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## Training Methodology

This highly practical and results-oriented training is based on adult learning concept. The facilitators will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations; role play, case studies and much practice to enhance learning. There will be ample time for Q&A, discussions with -return to work- action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.

## Course Outline

Day One		
Procurement as a Strategic Function		Time
<p><b>Learning Outcome</b></p> <p>Improve participants ability to think strategically and integrate the procurement operation in organisation's strategic management</p>	<ul style="list-style-type: none"> <li>• The balancing act – quality, service and price</li> <li>• Evolution of procurement: transactional → strategic</li> <li>• Linking procurement to organisational strategy and financial performance</li> <li>• The value triangle: cost, quality, service</li> <li>• Category management and strategic sourcing</li> <li>• Procurement planning and budgeting alignment</li> <li>• Supplier relationship management (SRM)</li> <li>• Procurement performance measurement: Spend analysis, Total Cost of Ownership (TCO) and Key Performance Indicators (KPIs)</li> <li>• Role of procurement in sustainability (ESG)</li> <li>• Procurement contribution to financial resilience and cost optimisation</li> </ul>	08:30 - 10:30
<b>Health Break</b>		10:30 - 11:10
Modern Procurement Processes & Compliance		Time
<p><b>Learning Outcome</b></p> <p>Understand and apply best practices in procurement process to get the best value for money</p>	<ul style="list-style-type: none"> <li>• Procurement methods:               <ul style="list-style-type: none"> <li>○ Open tendering</li> <li>○ Restricted tendering</li> <li>○ Request for Quotations (RFQ)</li> <li>○ Sole sourcing and emergency procurement</li> </ul> </li> <li>• Procurement cycle:               <ul style="list-style-type: none"> <li>○ Planning → Sourcing → Evaluation → Award → Contract</li> </ul> </li> <li>• Bid evaluation techniques</li> <li>• Supplier selection criteria</li> <li>• Public procurement compliance frameworks</li> <li>• E-procurement systems and digital workflows</li> <li>• Fraud prevention and procurement governance</li> <li>• Transparency and audit requirements</li> </ul>	11:00 - 13:00
<b>Lunch break</b>		13:00 - 14:00
Supplier Evaluation, Negotiation & Relationship Management		Time
<p><b>Learning Outcome</b></p> <p>To apply proper supplier evaluation and negotiation skills to get best value for money</p>	<ul style="list-style-type: none"> <li>• Process of qualifying/prequalifying &amp; due diligence</li> <li>• Supplier evaluation and scoring models</li> <li>• Supplier performance management frameworks</li> <li>• Negotiation strategies and tactics</li> <li>• Contract negotiation planning</li> <li>• Supplier risk assessment (financial, operational, ESG risks)</li> <li>• Building resilient and diversified supply chains</li> </ul>	14:00 - 16:30

	<ul style="list-style-type: none"> <li>Managing supplier performance using data and dashboards</li> </ul>	
<b>Day Two</b>		
<b>Operational Procurement &amp; Digital Transformation</b>		<b>Time</b>
<b>Learning outcome</b> Improve efficiency through process optimisation and technology	<ul style="list-style-type: none"> <li>Principles of Purchasing</li> <li>Procure-to-Pay (P2P) cycle</li> <li>Ordering processes and controls</li> <li>Inventory and procurement linkage</li> <li>Expediting and supplier follow-up</li> <li>Payment processes and controls</li> <li>ERP integration (e.g., Sage systems)</li> <li>Automation and digital procurement platforms</li> <li>Data accuracy and master data management</li> <li>Use of dashboards and procurement analytics</li> </ul>	08:30 - 10:30
<b>Health Break</b>		10:30 - 11:00
<b>Contract Management &amp; Legal Frameworks</b>		<b>Time</b>
<b>Learning outcomes</b> Apply effective contract management techniques to improve contract performance;	<ul style="list-style-type: none"> <li>Contract Management Principles</li> <li>Contract lifecycle management</li> <li>Drafting and interpreting contracts</li> <li>Managing contract performance</li> <li>Variations and change management</li> <li>Dispute resolution mechanisms</li> <li>Contract termination</li> <li>Service Level Agreements (SLAs) and KPIs</li> <li>Legal and regulatory compliance</li> <li>Managing multi-currency and international contracts</li> </ul>	11:00 - 13:00
<b>Lunch break</b>		13:00 - 14:00
<b>Risk Management, Ethics &amp; Sustainable Procurement</b>		<b>Time</b>
<b>Learning Outcome</b> Learn the principles of managing risks in the procurement process	<ul style="list-style-type: none"> <li>Ethical and responsible sourcing</li> <li>Procurement risk identification and assessment</li> <li>Supply chain disruptions and mitigation strategies</li> <li>Ethical procurement practices</li> <li>Fraud and corruption prevention</li> <li>Managing delays, penalties, and liabilities</li> <li>Environmental, Social, and Governance (ESG) in procurement</li> <li>Sustainable sourcing and green procurement</li> <li>Business continuity planning in supply chains</li> <li>Compliance with international best practices</li> </ul>	14:00 - 16:00
<b>Certificate Presentation</b>		16:30 - 17:00

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