



Sijison Training

Career and Leadership Development

Procurement Management

VENUES

Lagos: 19, Town Planning Way, Ilupeju Lagos

PortHarCourt: 6, Erabor Close, PortHarcourt. Rivers

Abuja: 8 River Trent Street, Off Thames Street, Maitama, Abuja

TRAINING OPTIONS

Week-Ends: 4 days – 2 weekends (Sat/Sun) from 11.00am – 5.00pm.

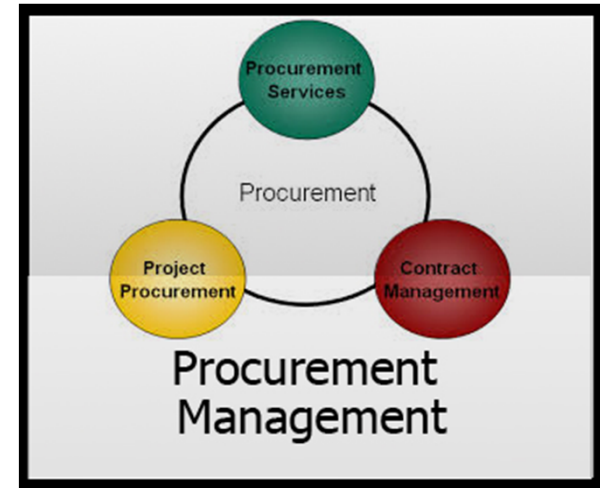
Week-Days: 8 days – 2 weeks (Mon, Tue, Wed & Thurs) from 5.00pm – 7.30pm.

Online Tutoring: 8 days – 2 weeks (Mon, Tue, Wed & Thurs) 2 hours anytime

Introduction

This course is designed for procurement and related executives, who wish to broaden, sharpen and deepen their procurement management competencies.

Procurement management concepts and practices to give participants a firm grounding in the advanced skills and knowledge required for a successful Procurement Professional. Case study analysis and business simulation form the core of the program content, reinforced by practical tasks such as experiential activities and negotiation exercises.



Participants/Audience

- Professionals seeking advancement in their career
- New Project Managers
- Experienced Managers looking to update their skills
- Project team members
- New graduates interested in Project Management



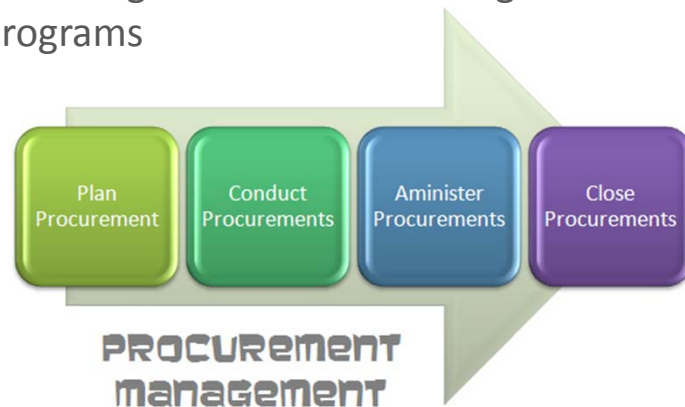
Course Outline

Effective Procurement Management

- Concept of effective procurement
- Concept of effective management
- Strategic Procurement vs. Operational Procurement
- Procurement processes and cycle

Procurement Strategic Planning

- Formulating Procurement Vision & Mission
- Setting Procurement Strategic Objectives
- Conducting procurement Related Strategic Situation Analyses
- Crafting Procurement Strategic Plan & Programs



Developing Effective Procurement Organization

- Developing Procurement Organization structure
- Estimating The Require Procurement Manpower
- Developing Effective Procurement Policies & Procedures
- Developing Procurement Performance Management System & Procurement
- Balanced Scorecard

Procurement Annual Operational Planning

- Setting Annual Procurement Objectives
- Conducting Procurement Operations Related Situation Analyses
- Crafting Procurement Annual Plan & Programs
- Preparing Procurement Annual Budgets

Course Outline

Procurement Negotiations

- The concept of effective procurement negotiations
- Characteristics of good negotiators
- The process and stages of negotiations
- Negotiation strategies
- Challenges in conducting actual negotiations and how to overcome them

Routine Procurement Operations

- Preparing and Verifying Request For Procurement
- Preparing Request For Quotations
- Incoterms
- General Terms of Purchase
- Evaluating Quotations
- Order Processing

Project Procurement & Tendering

- The Tender Process
- Project Procurement Plans
- Invitation to Tenders
- Evaluating Tenders
- Awarding Tenders

Contract Management

- Principles of Good Contract Management
- Strategies of Contract Management
- Types of Contracts
- Contract Risks and Selecting the right contract structure
- Preparing the Contract

e-Procurement

- What is e-Procurement
- Steps in developing an e-Procurement system
- Pre-requirements for developing an e-Procurement system
- e-Procurement business models
- Components of an e-Procurement system

Benefits and Specifics on Nigerian Industry

- **Gain Better efficiency in managing projects especially in the Nigerian Sphere:** This is the skills Nigerian companies are looking for especially GT Bank, First Bank, Zenith Bank, MTN, Glo, Etisalat .
- **Opportunities to Expand your Career:** This course sets you apart for career advancement especially within Technology industry with companies likeCocacola, Dangote Industries, PZ
- **Greater Standing and Competitive Edge:** After taking this course you will have a greater edge among your colleagues in the Telecommunication and Banking Industries in Nigeria especially within Lagos, Abuja and PortHarcourt
- **PMP Networking with Professional during training:** there will be opportunity for you to Network with professionals and peers from all works of live.
- **Improve your Company and Team development:** this course will inspire you and your team to perform more effectively and increase company resource performance.



Contact Information

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