

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: The Complete Course on Purchasing Management

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| PI-616SA | Alula | Hotel Meeting | 2027-11-07 | 2027-11-11 | 10950 SR | En - 25 |

## The Course

World-class organizations view the application of best practices in purchasing as being essential skill sets needed by all employees involved in the procurement process. This course focuses on the common “gaps” in performance that must be filled in order for Supply Management to provide the continuous improvements needed for organizations to meet their strategic objectives.

This Course develops how to be proactive rather than reactive in procurement activities and how to be working on the “right” things that display Purchasing’s creativity, flexibility, and supply market knowledge. We establish how to provide and measure purchasing contributions to the organization so that this critical function and all those in it can be elevated to be seen as a core organization competency.

## The Goals

### Participants attending the programme will:

- Learn how to develop high performance purchasing organizations
- Develop strategic purchasing plans
- Discuss how to improve internal customer service
- Determine how to eliminate low value added processes
- Be taught how to develop spend profiles
- Will be show analytics that to guide procurement strategies
- Explore many ways of reporting key performance indicators (KPI)

- See how to apply past supplier performance for better selection
- Be presented with the most important competencies for purchasing personnel

## The Delegates

- Contracts, Purchasing, and Project personnel
- Engineering, Operational, and Maintenance personnel
- And all others who are involved in the planning, evaluation, preparation and management of tenders, awards, contracts and purchases that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in contracts and purchasing activities.

## The Process

Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has “been there-done that”, individual and group exercises, review of published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

## The Benefits

**Attendees will gain by participation in this program as a result of:**

- Increased skill sets in managing a purchasing activities
- Greater ability to develop professionalism
- Greater job satisfaction and progress toward advancement
- Increased knowledge about how Procurement should be measured
- Increased recognition by the organization due to improved performance

# The Results

### The organisation will benefit by:

- Having Expert Procurement Management leading and guiding the purchasing process
- Continuous improvement in total cost of materials & services
- Higher productivity of personnel involved in procurement activities
- Improved performance of contractors and suppliers
- Better ways to measure purchasing performance
- Better integration between functions resulting in shorter cycle-times

# The Core Competencies

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

- Strategic Sourcing
- Developing spend analysis to focus improvement initiatives
- Cost Containment strategies
- Developing sourcing strategies
- Procurement measurements that really define performance
- Reducing low value activities

# The Programme Content

### Day One

### The 1st Steps To Becoming World Class

- 4 Stages To World Class
- Let’s be honest of how Purchasing is viewed today

- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions For Purchasing of the future
- Purchasing Personnel Required Skill Sets

**Day Two**

**Evaluating Your Own Operation**

- What are best Practices
- Purchasing Gap Analysis
- Vision and Mission for Purchasing
- Developing The Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPI) For Procurement
- Developing A Company Purchase Price Index

**Day Three**

**Continuous Improvement and How To Get It**

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste In The Supply Chain
- Breaking Down The Elements Of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

**Day Four**

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics

- Apply Performance to Purchasing Decisions
- Process Mapping To Eliminate Low Value Activities
- eProcurement

**Day Five**

**Improving the Image of Procurement**

- Global Sourcing
- International Labor Rates Comparison
- Developing And Maintaining A Customer Focus
- Basic Issues In Corruption And Fraud Prevention
- Increasing The Level Of Procurement Professionalism
- Keeping Current in the profession

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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