

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: Tendering, Procurement and Negotiation Skills

Code	City	hotel	Start	End	price	Language - Hours
PI-621SA	Jeddah	Hotel Meeting Room	2027-04-11	2027-04-15	9950 SR	En - 25

The Course

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 Delegates

The delegates at an Intermediate level who will benefit from this programme are:

- Contracts, Purchasing, and Project Personnel
- Procurement Personnel who are responsible for Negotiations
- All others who are involved in the planning, evaluation, preparation and management of tenders and specifications 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 these activities

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 Programme Content

Day One

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

Day Two

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?

Day Three

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

Day Four

The Negotiation Process

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

Day Five

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

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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