

**COURSE OVERVIEW LM0050-4D**  
**Best Practice Procurement**

**Course Title**  
 Best Practice Procurement

**Course Reference**  
 LM0050-4D

**Course Duration**  
 Four days/2.4 CEUs/24 PDHs

**Course Date/Venue**



Session(s)	Date	Venue
1	September 16-19, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAEs
2	November 11-14, 2024	Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey

**Course Description**



***This hands-on, highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***



The procurement function is able to exert a major influence on the economic environment and impact upon competitiveness of the private sector and the effectiveness of public service delivery. As a result, there is greater focus on the procurement function and it is essential that appropriate policies, strategies and advanced skills are developed to ensure its full potential is realized.



This course is designed to provide participants with an advanced knowledge and skills on procurement and to teach them how to identify and develop procurement strategies that can deliver benefits to the organization's operations. Participants will explore practical tools and advanced techniques that will help them implement the strategies. Key aspects will be examined through an interactive training approach, utilizing group discussion, relevant case studies.

The course includes a range of perspectives on subjects central to improving purchasing performance across public, private, manufacturing and service sectors. It is divided into five parts to reflect this: supply chain management; outsourcing and partnership; organizational and professional development; information technology and electronic commerce; and performance evaluation.

The course will focus on the latest strategic thinking, processes and practices in this vital, high-potential area of operations. You will use special diagnostic software to analyze and benchmark your current performance and explore the steps needed to transform your procurement strategies and processes into a true competitive strength.

### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a good working knowledge on best practice procurement
- Discover the systematic thinking on strategic procurement
- Explore opportunities which exist for step-change improvements in the way that procurement is carried out within the company
- Implement specially developed tools to improve the purchasing processes in the organisation
- Develop means of measuring the performance of the procurement activities
- Enhance the organization's relationships with suppliers

### Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

### Who Should Attend


This course provides an overview of all significant aspects and considerations of procurement best practice for managers and supervisors who have responsibility for spending company money or managing relationships with suppliers or service providers including buyers, procurement managers, purchasing managers and sales staff.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### Accommodation

Accommodation is not included in course fees. However, any accommodation required can be arranged by Haward Technology at the time of booking.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Pan Kidis, MBA, BSc, is a Senior Management Consultant with over 30 years of extensive experience in Project Scheduling & Cost Control, Project Planning, Scheduling & Cost Control Professional, Production Planning & Scheduling, Administration Skills, Office Management Skills, Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills, Counselling Skills,**

**Leadership Skills, Office Management, Code of Conduct, Train the Trainer, Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Visual Network Model, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Business Analysis, Risk Management, Production Management, Warehouse Management, Production Planning, Material Requirement Planning, Budgeting, Production & Shop Floor Scheduling, Cost Analysis, Database Design & Implementation, Business Administration, Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping.** Further, he is also well-versed in **Cash Flow Management, Decision Making Techniques, Production & Product Inventory Control, Inventory Analysis Tools, Stock Management Techniques, Material Handling, Process Improvement & Equipment Selection, Costing & Budgeting, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation.** He is currently the **Business Analyst** of Diasfalis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager, Production Planning & Logistics Manager, Purchasing Office Manager, Project Manager, Assistant Dyeing Manager, Production Supervisor, Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master's** degree in **Business Administration** from the **University of Kent, UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki, Greece.** Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

Dubai	<b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day
Istanbul	<b>US\$ 5,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Supply Chain Management</b> <i>Introduction • Power, Cost &amp; Value Appropriation in the Publishing Supply &amp; Value Chain • A Comprehensive Conceptual Model for Managing Environmental Impacts, Cost &amp; Risks in Supply Chain • Strategic Procurement Tools (a Review of a Number of Tools Which have been Developed in Recent Years &amp; Which Support the Development of Strategic Procurement)</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>World-Class Procurement</b> <i>Key themes from a Study of World-Class Procurement Organizations Operating in Manufacturing &amp; Service Industries</i>
1100 – 1230	<b>Moving to World Class (a Case Study &amp; Action Planning Session)</b> <i>Case Study, Chosen with Regard to the Industries Represented by Participants, will be Used to Demonstrate how a Procurement Organisation made the Leap from 'Commercially Capable' to 'True World Class'. Following this, Participants will Discuss the Actions that any Organisation Needs to take to Successfully Move Towards World-Class Standards</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>Developing Procurement Strategies</b> <i>You will Use a Case Study to Apply a Methodology for Developing a Procurement Strategy, Which has been Employed by a Number of Leading-Edge Organizations</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

**Day 2**

0730 – 0830	<b>Strategic Procurement Tools</b> <i>A Review of a Number of Tools Which have been Developed in Recent Years &amp; Which Support the Development of Strategic Procurement</i>
0830 – 0930	<b>The Procurement Value Proposition</b> <i>A Review of the Areas Where Procurement Brings the Greatest Added Value &amp; an Overview of the Latest Thinking on Managing the Value Chain</i>
0930 – 0945	Break
0945 – 1100	<b>Managing &amp; Developing Suppliers</b> <i>Approaches Used to Ensure Full &amp; Effective Performance by Suppliers in Areas such as On-Time Delivery, Quality Performance &amp; Cost</i>
1100 – 1230	<b>Measuring Procurement Performance</b> <i>This Session Reviews Latest Practice in Measuring the Performance of Procurement Operations. The Session Deals with Balanced Scorecard &amp; EFQM-Type Approaches</i>
1230 – 1245	Break
1245 – 1420	<b>Core Themes: Cost, Service, Risk &amp; Innovation</b> <i>This Session Explores a Number of New Initiatives in these Core Areas, Including Supplier Resource Utilization, Target Pricing, Stakeholder Agreements &amp; Risk Analysis</i>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3**

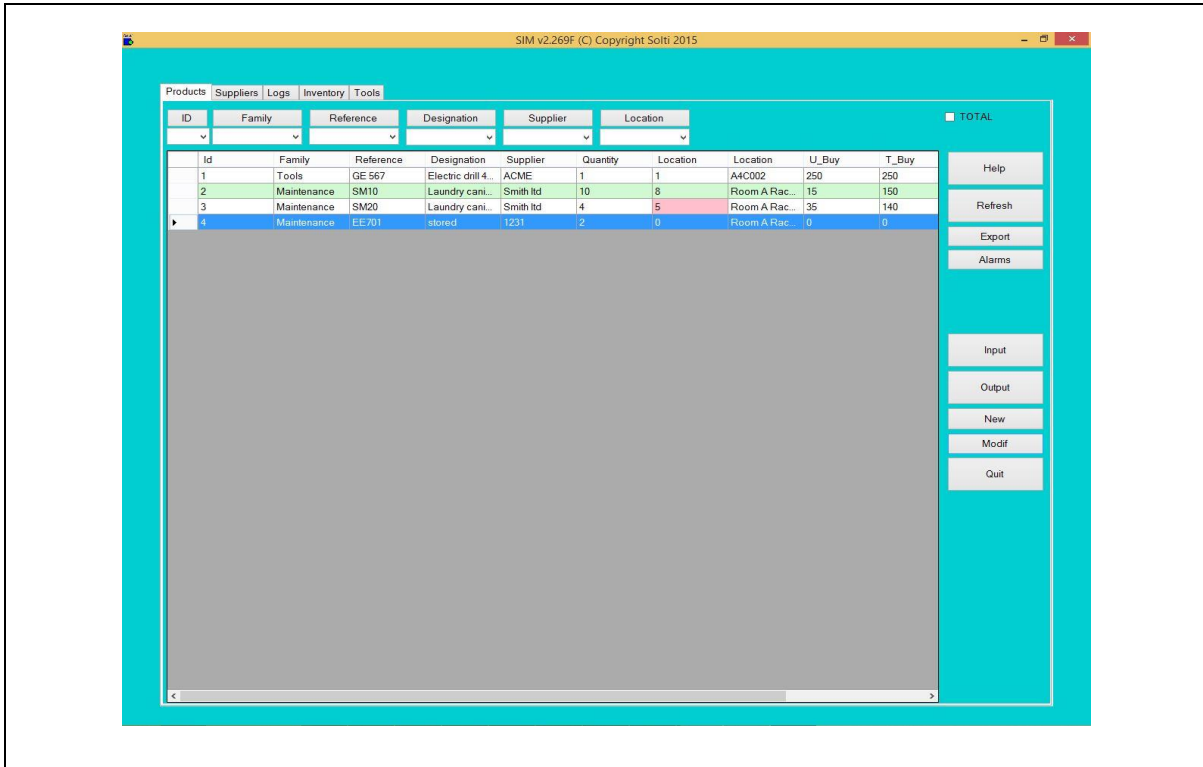
0730 – 0830	<b>Outsourcing &amp; Partnership</b> <i>A National &amp; Sector Level Perspective on Policy &amp; Practice • A Framework for Classification of Services to Gain Strategic Purchasing Insights • Beyond the 'Core Versus Non-Core' Logic: the Need for a Contingency Model • For Effective Outsourcing in the Public &amp; Private Sectors</i>
0930 – 0945	Break
0945 – 1100	<b>Organization &amp; Management</b> <i>Introduction • Getting to the Fundamentals in Procurement in Procurement Training</i>
1100 – 1230	<b>E-commerce</b> <i>A Review of The E-Procurement &amp; E-Commerce Approaches being Used in Leading Businesses Around the World &amp; a Checklist on How to Introduce E-Thinking Into Procurement. The Session Reviews the Evolution of E-Procurement &amp; E-Collaboration &amp; Provides Evidence of Alternative Applications of Reverse Auctions</i>
1230 – 1245	Break
1245 – 1420	<b>E-commerce (cont'd)</b> <i>A Review of the E-Procurement &amp; E-Commerce Approaches being Used in Leading Businesses Around the World &amp; a Checklist on How to Introduce E-Thinking Into Procurement. The Session Reviews the Evolution of E-Procurement &amp; E-Collaboration &amp; Provides Evidence of Alternative Applications of Reverse Auctions (cont'd)</i>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4**

0730 – 0830	<p><b>Relationship Management</b>  <i>As Companies Enter into Long-Term Value Managed Relationships, Traditional Negotiating Techniques are being Replaced with Relationship Management Approaches. This Session Explores How to Use these Techniques to Manage Suppliers Over a Long-Term Contract</i></p>
0830 -0930	<p><b>Procurement in the Next Ten Years</b>  <i>As E-Business Changes the Way that Businesses Work Together, So the Role of Procurement will Change. This Session Explores the Predictions that are being Made on the Way that Procurement will Change Over the Next ten Years &amp; what Procurement Staff Should be Doing now to Take Advantage of the Opportunities that will Exist</i></p>
0930 – 0945	Break
0945 – 1100	<p><b>Procurement in the Next Ten Years (cont'd)</b>  <i>As E-Business Changes the Way that Businesses Work Together, So the Role of Procurement will Change. This Session Explores the Predictions that are being Made on the Way that Procurement will Change Over the Next Ten Years &amp; what Procurement Staff should be Doing now to take Advantage of the Opportunities that will Exist (cont'd)</i></p>
1100 – 1230	<p><b>Performance Evaluation</b>  <i>Benchmarking for Strategic Procurement</i></p>
1230 – 1245	Break
1245 – 1345	<b>Summary &amp; Open Forum</b>
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art simulators “Simple Inventory Manager” software.



**Course Coordinator**

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