

Subject : Generic

Foundation Course for Purchasing

Program overview

For an exciting career in purchasing, it is beneficial to refine skills and competences in a number of fundamental areas. Colleagues who are in Purchasing or Supply Management will recognize the huge challenges on the supply market, and will be eager to win the competitive battle for their company on basis of thorough preparation and a good understanding of the tools available. Of course these processes and tools are in line with the learning's of the World Class Excellence Model (Prof. Monczka/MSU model) and within the boundaries of the accepted standards for ethical behavior and sustainability principles. The program culminates in a six-month project, which provides the means to assess the professional knowledge and capabilities of the student. The execution of this final assignment will reflect the practical experience inherent in reaching a professional level.

- 11 hours e-learning
- 2 modules of 3 days classroom
- Project Report

Target Audience

This program is intended for employees:

- with a bachelor or master degree (or on equivalent level via work experience);
- who have up to three years experience within the own purchasing or supply management organization.

Objectives

Knowledge of the purchasing process and ability to use the different sourcing tools:

- Able to explain the role and deliverables of Purchasing Management;
- Able to execute upstream activities (project planning of sourcing process, specification, market analysis, portfolio analysis, supply strategy);
- Knowledge of purchasing market research and benchmarking;
- Able to select the best supplier (in alignment with the business) taking into account the Total Cost of Ownership;
- Knowledge of ethical code of conduct & understand the implications;
- Know what sustainability is and why it is important;

Knowledge of the World Class Excellence model:

- Awareness of the self assessment tool;
- Awareness of the 8 strategic processes & 6 enabling processes;

Understand key essentials of negotiations:

- Understand what negotiation is and what the different phases are;
- Able to effectively use questioning and listening;
- Understand the basic negotiation techniques;
- Understand the importance of preparation & planning (content & process);
- Able to perform a proper negotiation preparation.

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Content: E-learning, 11 hours

1. Purchasing: Importance to the business
2. Need Assessment
3. Market Analysis
4. Product Positioning
5. Supplier Preference
6. Risk Management
7. Supplier Selection & Contracting
8. Integrated Supply Chain Management Framework: An overview
9. Purchasing Action Plan

Content: Classroom, 2 modules of 3 days

Module 1

- Introduction
 - ◇ Purchasing environment / stakeholder analysis
 - ◇ Purchasing roles / expectations / objectives
- Purchasing Process & Tools
 - ◇ Specification
 - ◇ Methods and structure of market research
 - ◇ Supply strategy
 - ◇ Supplier relationships / supplier selection
 - ◇ Ethics & Sustainability
 - ◇ Quality management
 - ◇ Supplier performance management
- World Class Excellence Model
 - ◇ MSU: Eight strategic processes
 - ◇ MSU: Six enabling processes

Module 2

- Cost Principles
 - ◇ Priceberg - price versus cost
 - ◇ Cost reduction techniques
 - ◇ Introduction to Total Cost of Ownership
- Negotiation
 - ◇ Negotiation process
 - ◇ Power of questioning & listening
 - ◇ Negotiation techniques
 - ◇ Planning & preparation
 - ◇ Objective setting - strategy
 - ◇ Case studies and role plays

After the 2nd module the candidates will have 6 months to complete a project in which they apply the new knowledge and skills. The project will be finalized with a written report and examined by a committee via a 'live' presentation.