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PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | COURSE

Tendering, Procurement & Negotiation Skills

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Course content

Why Attend

Course Introduction

No organisation can succeed without good procurement.

To achieve the best value for money, it is crucial to appoint top-tier suppliers and ensure that contracts are well-structured. Employing the right processes for supplier selection will help control costs, enhance quality, and boost organizational efficiency.

Suppliers aim to maximize their returns, so establishing a productive relationship is key for both short-term gains and long-term success.

Mastery of tendering, procurement, and negotiation is essential for organizational success, demanding thorough planning and preparation rather than relying on chance and optimism.

This Tendering, Procurement & Negotiation Skills training course explores the process of identifying, selecting and negotiating with the suppliers that will help your organisation.

Course Objectives

By attending this training course, delegates will be able to:

• Select the Right Procurement Strategy

• Develop Competitive Bidding Processes

• Evaluate Tenders

• Negotiate with Suppliers

• Run and Administer Tender Processes

Who should Attend?

This training course is suitable to a wide range of professionals, but will greatly benefit:

• Contracts, Purchasing, and Project Personnel

• Procurement Personnel Who are Responsible for Negotiations

Course content

Course Objectives

• Other Managers Involved in the Planning, Evaluation, Preparation and Management of Tenders and Specifications that Cover the Acquisition of Materials, Equipment, and Services

Course outline

Day One: How Tendering and Procurement Aligns with the Organisation Strategy

• Influence of the external environment

• Adapting to new business models in the light of the recent pandemic

• Critical supply strategies

• Transforming the Supplier relationship

• The Procurement cycle

Day Two: The Tendering Process

• Elements of a good procurement process

• Selecting the right contracting strategy

• Stages in the tendering process

• Developing tender evaluation criteria

• Negotiating with short-listed suppliers

• Is a good price the only factor in the process?

Day Three: Advanced Procurement Skills

• Transforming the supplier relationship

• Defining the organization's mission in supplier relationships

• Understanding how to be a good customer

Course content

Course outline

- Differentiating between SRM and collaboration
- Is the optimisation of the supply base the only way of working?

Day Four: The Negotiation Process

- Communication techniques
- Avoiding confrontational negotiations
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures

Day Five: Implementing Improvements in 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 finances
- Putting an action plan together

Seminar dates

Available seminar dates

Live dates and pricing for Tendering, Procurement & Negotiation Skills generated from the course details page.

Date	Location	Format	Fee
13 - 17 July 2026	Rome - Italy	Classroom	**€4,250.-**
17 - 21 August 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
21 - 25 September 2026	Rome - Italy	Classroom	**€4,250.-**
19 - 23 October 2026	Munich - Germany	Classroom	**€3,450.-**
2 - 6 November 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
21 - 25 December 2026	London - U.K	Classroom	**€4,200.-**

Live online option	Online delivery is available at €1,850.-.