

# Better Managing Your Purchases

Hands-on course of 2 days - 14h

Ref.: AEN - Price 2024: €1 370 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 1) Negotiation and procurement process

- The 5 steps of purchasing process : define business needs, develop procurement strategy, evaluate and select suppliers,
- Identify the business requirement : standard or specific procurement, strategic purchases... and the consequences on negot

### 2) Fundamentals on purchasing negotiation

- Presentation of the negotiations steps
- Stakes and targets
- The different actors and their relationships
- The main families of strategies

*Exercise* : Each participant gives a briefing about a real negotiating situation. The other participants and the trainer help preparing the session.

### 3) Method for successful negotiations

- Check list for preparation : What is a stake?, Outline and prioritize objectives, Evaluate the balance of power, Analyse
- • Lead and manage the negotiation

Order of presentation of clauses

Understand the communication process: verbal and

- Close the deal : Moments and signs to conclude, Formalize an agreement, Open to the future

*Case study* : Different cases will be prepared with the methodology and tools discovered and performed. During the debriefing session, the trainer will focus on behavioral aspects

### 4) Identify your personal communication profile for better negotiations

- The different types of negotiators, Identify your own style
- Identify your personal communication profile: DISC assessment, VAK model
- Adapt your communication to the suppliers' profiles
- Develop assertive behaviour

*Exercise* : Behavioral pattern to discover personal communication profile

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

## DATES

REMOTE CLASS

2024 : 17 Jun, 23 Sep, 05 Dec