Accelerate your career

CIPS training courses for procurement and supply professionals in Sweden

valueone

CIPS
Chartered Institute of Procurement & Supply

2018 Learning Directory Sweden
cips.org | Leading global excellence in procurement and supply
About CIPS

CIPS, the Chartered Institute of Procurement & Supply, is the worldwide centre of excellence on procurement and supply management issues. We are the world's largest professional body serving procurement and supply with a global community of over 200,000 in over 180 countries. Work with us and know that you are being trained by experts in procurement and supply.

CIPS training programmes help professionals deliver real strategic and sustainable value to their organisations. We use a network of tutors, all experienced procurement professionals, to deliver face-to-face training. All courses are aligned to the competency levels in the CIPS Global Standard, identifying the knowledge and capabilities required at all levels.

CIPS has partnered with ValueOne to develop training and support for procurement and supply chain management professionals in the Nordics.

About ValueOne

ValueOne develops and streamlines your supply chain. With our background from leading positions in supply chain management in different organizations, we understand your needs. In a fast-changing world with the requirement of continuously improve, streamline or create new supply chain solutions, we can effectively help solve the challenges you face. Our hands-on approach allows us to advise and effectively meet all needs of process and organizational development, resource support and the recruitment needs you may have.

Venue and event information

Venue

All of our training courses are held in quality hotels and business centres in accessible locations. The courses listed in this directory will be held in Business Lounge Sickla, Sickla Industriväg 3, 3rd floor, Nacka, Stockholm.

How to book

Courses can be booked through CIPS Country Partner in Sweden – supply chain management, purchasing and logistics specialist, ValueOne:

Fredrik Andersson
fredrik.andersson@valueone.se
+46 (0)73 222 6430
The five competency levels outlined in the standard are:

**Tactical**
Carries out an administrative role, recognising, describing and applying key transactional processes of procurement and supply.

**Operational**
Capable of applying key tasks associated with procurement and supply operations. Competent at providing advice and guidance to key stakeholders on the performance of procedures and processes.

**Managerial**
At this level buyers should have all of the pre-licence capabilities in the Operational and Tactical levels and be able to develop, improve and fulfil organisational and functional objectives in procurement and supply.

**Professional**
Competent at formulating, directing and advising on all aspects of the procurement and supply functions across all types of organisation in any sector, globally. Capable of leading and influencing both internal and external stakeholders and managing change.

**Advanced professional**
Leading procurement teams within an organisation and influencing the board to adopt leading-edge procurement strategies, establishing best practices and influencing supply markets with innovative sourcing solutions.

>75,000 professionals have used the online tool to plan their career development

cips.org/global-standard

**Continuing Professional Development**

Continuing Professional Development (CPD) is a process of improvement, to ensure your skills and knowledge are up-to-date. Almost everything that improves your knowledge and skills is considered as CPD. Attending training to upskill yourself, going to a conference, and reading something relevant can all count.

Show the profession you are at the top of your game and improve your career prospects by continuing to develop.
Effective negotiation

Enhance your skills to become a more confident and effective negotiator

Is it right for me?
This two-day course aims to explain the key stages of the negotiation process and the tactics associated with persuading and influencing sales personnel to agree the best deal. Delegates will practice how to use a negotiation checklist and template to plan and manage their approach to negotiations and be provided with the opportunity to practice negotiation in a safe environment.

This course is aligned to the Operational level of the CIPS Global Standard. Typical job roles at this level include: Buyer, Procurement Executive, Procurement Specialist, Contracting Officer, and Supply Chain Analyst.

What will I learn?
By the end of this course you will be able to:
• Understand the main models and processes of negotiation
• Plan and manage a negotiation with a supplier
• Apply the appropriate persuasion skills to achieve the optimum output
• Identify and negotiate key contract variables
• Recognise the importance of personal attributes and behaviour during a negotiation

What key points will the training cover?
• Analyse the different phases of negotiation
• The negotiation process
• Methods and tactics in negotiation
• Effective behaviours in negotiation
• Negotiation roleplay

Dates and locations
Nacka, Stockholm  20-21 November 2018

Fee
SEK 7500 exclusive of VAT

For further information, visit www.cips.org
**Category management**

Enhance your knowledge and skills in this increasingly important procurement area

**Is it right for me?**

This two-day course will develop your expertise and skills in category management, by examining tools and techniques which can be implemented in your own organisation. It is particularly beneficial to experienced procurement professionals and managers who wish to imbed category management processes in their organisation or those who have previously attended Introduction to procurement and category management.

This course is aligned to the Managerial level of the CIPS Global Standard. Typical job roles at this level include: Senior Buyer, Chief Buyer, Category Manager, Contract Manager, Contract Officer, Logistics Manager and Supply Chain Executive.

**What will I learn?**

By the end of this course you will be able to:

- Understand why category management is an essential procurement tool
- Appreciate the benefits of successfully implementing category management
- Identify an appropriate implementation strategy
- Decide which approaches to category management are best suited to your organisation
- Utilise a range of tools and techniques to develop category management in your organisation

**What key points will the training cover?**

- Rationale and principles of category management
- Assessing the main categories of expenditure
- Models for category management
- The importance of market factors on implementing category management
- Implementation of category management
- Behavioural and technical skills required to implement category management
- Making the category management approach work for your business

**Dates and locations**

Nacka, Stockholm  
27-28 November 2018

**Fee**

SEK 7500 exclusive of VAT

For further information, visit www.cips.org
**Additional courses**

CIPS offers a range of open courses at locations worldwide which are scheduled according to demand. The following is a list of topics that can also be delivered in-house to businesses and public sector organisations.

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<thead>
<tr>
<th>COURSE TITLE</th>
<th>DURATION</th>
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<tr>
<td>Advanced negotiation</td>
<td>2 days</td>
</tr>
<tr>
<td>Applying EU procurement processes</td>
<td>1 day</td>
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<tr>
<td>Assessing, managing and mitigating risk</td>
<td>1 day</td>
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<tr>
<td>Category management</td>
<td>1 day</td>
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<tr>
<td>Contract management</td>
<td>2 days</td>
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<td>Effective negotiation</td>
<td>2 days</td>
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<tr>
<td>Essentials of tendering</td>
<td>1 day</td>
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<tr>
<td>Finance for procurement</td>
<td>1 day</td>
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<tr>
<td>Forecasting techniques</td>
<td>1 day</td>
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<tr>
<td>Introduction to contracts</td>
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<td>Introduction to contract management</td>
<td>1 day</td>
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<tr>
<td>Introduction to procurement and category management</td>
<td>1 day</td>
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<tr>
<td>Introduction to supply chains</td>
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<tr>
<td>Inventory management</td>
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<tr>
<td>Legal aspects of procurement</td>
<td>2 days</td>
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<tr>
<td>Managing effective warehouse operations</td>
<td>1 day</td>
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<tr>
<td>Managing your supply chains</td>
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<td>Sourcing essentials in procurement</td>
<td>1 day</td>
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<td>Specification writing</td>
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<tr>
<td>Supplier appraisal and financial analysis</td>
<td>2 days</td>
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<tr>
<td>Supplier and performance - measurement and management</td>
<td>1 day</td>
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<tr>
<td>Supplier relationship management</td>
<td>1 day</td>
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Terms and conditions

Payment

If paying by purchase order, the invoice will need to be addressed to the booker or delegate’s employer. Payment must be made within 30 days from the date of the invoice or if the booking is made less than 30 days before the course date, payment is required before the course date.

Please note that we do not accept payment by cash.

In the case of late bookings payment must be made prior to attendance of the course. If payment is not made prior to the delegate attending the course CIPS reserves the right to refuse admission until payment has been made in full.

VAT

Fees quoted are exclusive of VAT, which will be shown separately on the invoice. A VAT invoice will be sent to cover your payment.

Copyright

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Programme

Although details are correct at time of going to print, CIPS reserves the right to make unavoidable changes in the programme. CIPS also reserves the right to cancel an event at any time and offer delegates an alternative date, a credit towards another training event or a refund of fees without any liability for resulting or indirect loss.

Joining instructions

Joining instructions including venue details and start times are sent out by email to confirmed delegates at least 10 (ten) days before the event. Once this has been done the service is deemed to have started under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.
Cancellations

Where a firm booking has been accepted by CIPS and is subsequently cancelled, the customer will be liable for the following charges. All cancellations must be received in writing. Address details can be found at www.cips.org.

Number of weeks before course date that the cancellation is made:

- More than 30 working days  No charge
- 21-30 working days  30% charge
- 20 working days or less  Full fee
- Non-attendance  Full fee

Where a delegate wishes to transfer to a different course and/or date, the customer will be liable for the following charges. The customer can transfer to any course taking place six months from the date from the original course.

Number of weeks before course date that the cancellation is made:

- More than 30 working days  No charge
- 21-30 working days  30% charge
- 20 working days or less  Full fee
- Non-attendance  Full fee

Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a cancellation cooling off period where you can cancel your course within a period of 14 days beginning on the day after the day on which the contract is concluded with you as notified by email or postal confirmation from CIPS or its partners in accordance with these Terms. In this case, you will receive a full refund of the price paid for the courses in accordance with our refunds policy. After this initial cooling off period the above charges apply.

Upon receiving the joining instructions, or when booking less than 15 working days prior to course start, you agree that the service provided by CIPS is deemed to have commenced and you agree to waive your right to cancel your booking and receive a full refund within 14 days under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. In such instances, the cancellation policy in the above table will apply.
Substitution

Delegate substitution may be made at any time. If the membership status of the delegate changes, the fee payable will be amended accordingly.

International delegates

CIPS welcomes delegates from overseas but, if you are resident outside the EU, you should ensure that you have a valid visa and can comply with all immigration requirements before applying for a CIPS course in Sweden.

Data protection notice

CIPS is registered under the provisions of the UK Data Protection Act 1998 and as of 25 May 2018, is subject to the General Data Protection Regulation (GDPR). CIPS keeps any personal data concerning you in confidence. A full description of the CIPS code of practice relating to data protection can be found on the website at www.cips.org.

Trademark

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Full terms and conditions

This page is a summary of CIPS Terms and Conditions for Training & Events as applicable to courses delivered in West Africa. These terms should be read in conjunction with our General Terms & Conditions of Business and Website Use available at http://www.cips.org/generaltandc. If there is an inconsistency between any of the provisions of any of these terms and conditions, the provisions of the Terms and Conditions for Training & Events shall prevail. You should understand that by booking any courses, you agree to be bound by these terms and conditions.