Procure new skills

Procurement and Supply Skills Training Portfolio

DELIVERED BY CIPS FOR BUSINESS
Shine brighter with CIPS Procurement Skills Training. From contract management, negotiation, risk resilience and supply chains.

Whatever skills you need to magnify, we have the training.

Book now.
We're the world's largest professional body dedicated to procurement and supply and we're passionate about our profession and supporting all those within it. It's our mission to enhance individual and organisational capability, and to lead the drive for global best practice in procurement and supply.

In today's fast paced, constantly changing world, we all know how important it is to keep our knowledge and skills up to date. All our courses are aligned to our competency framework, to help support you with your continuing professional development journey. Our courses help professionals to deliver strategic and sustainable value throughout their whole organisation.

There is a wide selection of topics to choose from so you can find the right course to support your development. See a full list of our courses in the contents section.

Each course also carries a number of Continuing Professional Development hours that you'll be able to log for your own development or towards CIPS Chartered Status.

So, thank you for choosing us to support you on your development journey and we look forward to welcoming you onto a course with us soon.

Note:
All courses are delivered virtually
All timings will be confirmed and sent to delegates before each course
Is it right for me?
This course provides an insight and application of how you can develop the appropriate behaviours associated with the development and leadership of the supply chain function within your organisation, including those leadership behaviours appropriate to influencing senior stakeholders, the board and highly dependent supplier relationships.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You'll not just learn about your leadership and how you can develop it and your impact, but you'll also be able to put it into practice in your current role!

What are the learning objectives?
By the end of this course, you will be able to:

• Develop critical leadership behaviours across all levels of leadership within the organisation and supply chain

• Adapt behaviours to deal with a range of simple to complex leadership scenarios and display effective, sensitive, and courageous approaches to dealing with a wide range of stakeholders, internal, external and at all levels within the organisation

• Exhibit self-awareness, emotional intelligence and resilience, sensitivity and courage when dealing with challenging situations in ambiguous and undefined environments

• Critically assess and evaluate your own behaviours in a variety of situations in both positive and negative environments and identify areas for improvement for the future, including the potential for training, coaching and ongoing advice to develop leadership potential and skills

• Seek continuous constructive feedback from a range of stakeholders with regards to leadership style and behaviours to continuously develop an approach, illustrating the ability to listen and respond positively to their inputs

• Exhibit an inspirational and motivational approach to leadership in all situations, gaining support for stretching objectives and targets in the organisation
### Agenda Day 1
Online pre-work should be completed before day 1  
The virtual room will open will open 15 minutes before your session

### Agenda Day 2
Online reflective learning should be completed before day 2  
The virtual room will open will open 15 minutes before your session

### Introductions and Aspirations followed by a discussion on pre-work activities

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### Review of Day 1

### Session 5
Understand the practical use of emotional intelligence

### Session 6
Creating an environment of resilience for yourself and others

### Session 7
Developing inspirational and motivational behaviours

### Review of Day 1 and 2

### What's next?
Category Management

Is it right for me?
Category Management is a strategic approach that organises resources to focus on specific areas of spend within an organisation. The aim is to develop and implement strategic approaches that deliver long term added value. Could category management benefit you and your organisation? During this two-day course you will have the opportunity to apply the models discussed, and a key ‘take away’ will be an action plan that applies to you and your organisation.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Category management has the potential to deliver value beyond traditional sourcing approaches. By utilising and applying a range of tools and techniques you will begin the foundation to develop a category management strategy for your organisation. You'll also learn how to build enhanced alignment with stakeholders and create long-term strategies for managing category spend effectively and efficiently.

What are the learning objectives?
By the end of this course, you will be able to:
• Understand the rationale and principles of category management
• Assess the main categories of expenditure
• Use various models to manage categories more effectively
• Analyse market factors to support business decisions
• Implement category management across a number of spend categories
• Build some behavioural and technical skills required to implement category management
• Make the category management approach work for your business
**Agenda Day 1**
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

**Introductions and Aspirations followed by a discussion on pre-work activities**

**Session 1**
Rationale and principles of category management

**Session 2**
Categories of expenditure

**Session 3**
Application of category models

**Application of model’s forum**

**Review of Day 1**

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**Agenda Day 2**
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

**Session 4**
Importance of market factors

**Session 5**
Implementation of category management

**Session 6**
Review and action plans

**Review of Day 1 and 2**

**What’s next?**
Commodity Management

Is it right for me?

Does your organisation buy raw materials directly or indirectly within the supply chain? Do your suppliers quote short-term prices that seem to fluctuate widely?

Is a significant quantity of your procurement undertaken in a different currency?

If so, then the Fundamentals of Commodity Management course is for you. This one-day course will help you to develop a basic awareness of commodity products and currency management.

What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You will learn about the core features and values generated from commodity and currency markets. This will include exploring market dynamics, market drivers and what tools exist to help you research such markets. You will look at how the drivers for organic and inorganic markets differentiate and use recognised tools to assess the commodity market behaviour. This course uses some specific commodity case studies e.g., coffee, oil, and currency to explore what is happening real-time and how this learning can apply to other commodities.

What are the learning objectives?

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

• Outline the core features and values generated from a commodity and currency market
• Explain the concept of the market itself, the market dynamics and market drivers
• Differentiate between the drivers in an organic and inorganic market
• Evaluate the drivers within different commodities
• Explore the consequences of supply and pricing of external STEEPLED factors
• Know how to capitalise upon opportunities and defend against risks in commodity procurement
Agenda
Online pre-work should be completed before your first session
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Defining the scope, categorising commodity types, currency and equities and vocabulary of commodity management:
- The difference between hard, soft and fiscal commodities
- Procurement of commodities in manufacturing
- Understanding commodities in pricing and negotiation
- Political, global, projected scarcity weather patterns, climate, and natural impactors
- The impact of the economy, currency, regulators, and legislation

Session 2
Management of commodity and market risk
- Evaluating and quantifying risk and risk appetite
- Currency fluctuations and trading strategies
- Spot, options (traded and traditional), futures, offsets, and other forms of hedging
- Environment and Market Analysis (SWOT, STEEPLED, Porters 5 forces)

Session 3
What factors affect the supply of:
- Group A – A hard commodity (Oil)
- Group B – A soft commodity (Coffee Beans)
- Group C – A fiscal commodity (US Dollars/Euros)

Session 4
Development of a commodity strategy reflecting an organisation’s projected demand requirement, the specific commodity, the market forecasts, as well as the risk appetite of the wider business:
- Typical contents of a commodity management strategy
- Managing your commodities as projects (setting up timelines and deliverables)
- Developing performance measures (balanced scorecards, KPIs, benchmarking)

Review of the Day

What’s next?
Contract Management

Is it right for me?
This two-day course will explore advanced contract management approaches, helping you to identify what will work best in your organisation. It will examine how to proactively mitigate against potential risks via the contract and explore ways of increasing supplier performance through the inclusion of robust performance measures.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You’ll start by learning how to segment your suppliers in order to identify what type of contractual relationship you want to establish with your suppliers. This will help you to create the right contract governance structure. You’ll explore the key terms and conditions which you may find in a contract and how these are used to ensure that what you expected from the contract is realised and any risks are mitigated. This includes how you can make variations to the contract and deal with any claims from suppliers.

What are the learning objectives?
By the end of this course, you will be able to:

• Identify which contract management approach is most effective for a given category of spend
• Create the right environment for effective contract management
• Understand the difference between variations and claims and how to approach them
• Manage identified risks through contracted terms and conditions
• Ensure key performance measures can be effectively managed via the contract
Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Contract management principles
  • Portfolio analysis
  • Balance of power

Session 2
Principles of supplier segmentation
  • Attractiveness factors

Session 3
Key Supply chain risks
  • Categories of risk
  • Risk mitigation and identification

Session 4
Contract governance and creating a contract governance structure
  • Life cycle
  • Contract administration
  • Contract management
  • Performance management
  • Key Performance Indicators (KPIs)

Review of Day 1

Agenda Day 2
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

Session 5
Contract governance and creating a contract governance structure (continued from day 1)
  • Relationship management

Session 6
Significant terms and conditions

Session 7
Variations and claims
  • Authorisation of variations
  • Control of variations
  • Dispute resolution

Review of Day 1 and 2

What’s next?
Delivering Social Values

Is it right for me?
This course will outline the principles of social value and help you to identify opportunities to maximise the social value benefits that your organisation can deliver. You will consider the key techniques and processes that can be deployed across the procurement cycle to maximise the delivery of social value benefits through effective procurement and supply chain management. The course will explore how to align social value with your organisation's core values and cultivate a culture of social value. It will also help you to develop suitable metrics and reporting mechanisms which will enable your organisation to demonstrate the positive impact of your social value interventions.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Considering Social Value during procurement activities has a huge potential to make a significant change to society and people's lives. During this course, we will explore the impact that considering Social Value has and how it relates to your organisation. We will explore the principles, drivers and benefits of social value including stakeholder engagement and how it can lead to competitive advantage. We will look at ways to measure and report on both tangible and intangible benefits, costs and added value through developing strong society-based indicators.

What are the learning objectives?
By the end of this course, you will be able to:

• Define social value in the context of your organisation
• Describe the main drivers of social value
• Identify opportunities to maximise social value benefits from your procurement activity
• Develop appropriate strategies and plans to enable your organisation to deliver social value outcomes for stakeholders
• Report on your organisation's social value activities
Agenda
Online pre-work should be completed before your first session
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Introduction to social value and public services
• Social values
• Public services (Social Value Act 2012)

Session 2
Social value – Part 1
• Stakeholders and impact mapping in social value

Session 3
Social value – Part 2
• Measuring and reporting social value

Session 4
Social value – Part 3
• Social value and the United Nations sustainable development goals

Review of the day

What’s next?
Developing Contractual Agreements

Is it right for me?
This interactive one-day course is particularly relevant for those who are new to procurement. It will provide an awareness of the essential legal principles governing contracts, not just to solve disputes but more importantly, how to avoid them. It considers issues relating to the setting up of contracts and key contract clauses.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. This course will look at the fundamentals of contracts and provide an awareness of the risks associated with contract formulation. It will examine contract clauses and procedural options when facing disputes, along with available legal remedies for breach of contract.

What are the learning objectives?
By the end of this course, you will be able to:

• Demonstrate increased awareness of the fundamentals of contracts and contract law
• Appreciate the potential risks relating to the formation of contracts and how best to address them
• Demonstrate increased understanding of the role and significance of specific core clauses in the contract and how they can provide robust positions when entering contractual relationships with suppliers
• Appreciate the procedural options available when attempting to resolve disputes with suppliers and their relative strengths and weaknesses
• Understand the available legal remedies for breach of contract
DEVELOPING CONTRACTUAL AGREEMENTS

Agenda
Online pre-work should be completed before your first session
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Fundamental principles
• Offer vs. invitation to threat
• Battle of the forms

Session 2
Tender process

Session 3
Conditions vs. warranties
• Express and implied terms
• Key terms

Session 4
Remedies for breach of contract
• Liquidated and unliquidated damages
• Exclusions/limitations of liability

Review of the day

What’s next?
Effective Negotiation

Is it right for me?
Effective negotiation is a key process for those such as buyers and procurement officers who provide advice and guidance to stakeholders on the performance of procurement and supply.

Are you effective in your negotiations with internal and external stakeholders? Do you demonstrate effective behaviours in conducting commercial negotiations?

This interactive two-day training course will provide you with the knowledge and skills to become an effective commercial negotiator.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You will learn the need and purpose for negotiation in procurement and supply. We will work through the negotiation process so you can understand the key activities at each phase, including the techniques and tactics used by the best negotiators. We will explore the sources of power in negotiations and the different styles of negotiation that can be adopted. You will have the opportunity to apply your knowledge in a safe environment in the form of a role play to practice your skills with validation from your experienced course tutor.

What are the learning objectives?
By the end of this course, you will be able to:

- Recognise the steps contained within a negotiation process
- Plan and prepare for a negotiation
- Understand and apply different styles of negotiation
- Identify and use a range of techniques and tactics throughout the negotiation process
- Explain the sources of power in commercial negotiations
- Apply learning through negotiation role-play
EFFECTIVE NEGOTIATION

**Agenda Day 1**
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

**Introductions and Aspirations**
followed by a discussion on pre-work activities

**Session 1**
What is negotiation?
• Negotiation process
• Stakeholder analysis

**Session 2**
Preparation and planning phase
• Setting objectives and variables
• BATNA and ZOPA

**Session 3**
Interaction phase
• Open, test, move, agree
• Negotiation techniques and tactics

**Session 4**
Post negotiation phase
• Implementing and monitoring the agreement

**Review of Day 1**

**Agenda Day 2**
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

**Session 5**
Sources of power in commercial negotiations
• Use of power in negotiation

**Session 6**
Approaches to negotiation
• Negotiation styles
• Supplier relationships

**Session 7**
Negotiation skills
• Question styles

**Session 8**
Role play
• Validation and achievement

**Review of Day 1 and 2**

What’s next?
Financial Analysis and Management

Is it right for me?
Being able to make appropriate choices during procurement projects based on financial data and making financial decisions that affect the supply chains are critical skills for the procurement professional.

This course will give you an understanding of the role of accounting and finance in management and business. It introduces the frameworks for financial accounting, managerial accounting, and corporate finance, and provides an understanding of the information provided by accounting and finance to support decision making by procurement and supply managers and organisation leaders.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You’ll learn how to lead on decisions that use financial data such as budgeting for procurement projects, supplier selection, investment opportunities, and assess commodity and currency fluctuations. This course uses several practical exercises and prior to the course delegates will be provided with appropriate pre-reading and preparation work to help them get the best out of the 2 days virtual learning.

What are the learning objectives?
By the end of this course, you will be able to:

• Articulate the different roles of financial accounting, management accounting and financial management in terms of the business

• Understand, critically analyse, and interpret financial statements and budgets

• Understand the significant role of budgeting and develop and critically evaluate organisational plans that align incentives and reward to organisational performance and success

• Apply and critically appraise fundamental techniques of costing and costing systems and critically evaluate the uses and drawbacks of alternative investment appraisal techniques in dealing with resource constraints, within the context of a dynamic marketplace

• Lead continuous monitoring of the impact of financing structures on the organisation, key suppliers or customers, and take actions to reduce and mitigate associated risks
FINANCIAL ANALYSIS AND MANAGEMENT

**Agenda Day 1**
Online pre-work should be completed before day 1
The virtual room will open will open 15 minutes before your session

*Introductions and Aspirations followed by a discussion on pre-work activities*

**Session 1**
Key Principles of financial management

**Session 2**
Management accounting for procurement professionals

**Session 3**
Cost centres and variance analysis
  • Budgeting, Cost prediction, TCO and variance analysis

**Review of Day 1**

**Agenda Day 2**
Online reflective learning should be completed before day 2
The virtual room will open will open 15 minutes before your session

**Session 4**
Financial analysis
  • Understanding financial statements

**Session 5**
  • Analysing financial statements

**Session 6**
Supplier appraisal
  • Case Study

**Session 7**
Sources of finance and the cost of capital

**Review of Day 1 and 2**

**What’s next?**
Masterclass in Negotiation

Is it right for me?
Building on the foundation tools and skills covered in our Effective Negotiation course, this course will provide you the advanced skills required to get the best possible outcomes when negotiating with internal and external stakeholders. This interactive two-day training course will move you from having knowledge of effective negotiation to being an advanced commercial negotiator.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You will learn how to create a strategic plan for commercial negotiations. We will explore the techniques and tools used by the best negotiators, using an interactive exercise on persuasion and influence. You will discover the behavioural aspects of negotiation such as emotional intelligence.

A team event will allow you to delve into game theory. You will have the opportunity to test your knowledge by developing your strategic negotiation plan throughout the two days, with validation from your experienced course tutor.

What are the learning objectives?
By the end of this course, you will be able to:

• Understand the basis of effective negotiation
• Prepare a strategic plan for a negotiation
• Analyse the concepts of conditioning, anchoring, persuasion, and influence
• Comprehend the role of team dynamics and game theory in negotiations
• Apply virtual communication techniques
Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Effective negotiation
• Characteristics of successful negotiators
• Understanding market forces and procurement tools
• Negotiation tactics, ploys, and styles

Session 2
Strategic Planning
• Stakeholder management
• Objectives and variables

Session 3
Power in negotiations
• Supplier and buyer power
• Personal power

Session 4
Influencing
• Influencing theory and application
• Influencing tools and techniques in NLP (Neuro-linguistic programming)

Review of Day 1

Agenda Day 2
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

Session 5
People and behaviours
• Conditioning and anchoring
• Team dynamics and game theory
• Emotional intelligence
• Culture

Session 6
Non-verbal communication
• Kinesics
• Paralanguage
• Proxemics
• Chronemics
• Haptics

Session 7
Role play
• Valid Test – Strategic plan for negotiation

Review of Day 1 and 2

What’s next?
Modern Slavery
Awareness

Is it right for me?
The increase in global sourcing opportunities has highlighted some serious issues in procurement practices, in particular the occurrence in the supply chain, unwittingly or otherwise, of modern-day slavery. From every perspective – reputational, financial, and ethical – this is not acceptable. This one-day course has been designed for anyone who has a need to understand and/or manage supply chains of any size and wants to make a real difference in our modern world.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You’ll learn about the many forms of modern slavery and where they may occur within your supply chains. You’ll also learn how to effectively map your supply chain and how you can create controls across your procurement and supply chain processes to reduce and mitigate the chance of modern slavery.

What are the learning objectives?
By the end of this course, you will be able to:

• Identify the importance of recognising slavery within your supply chain
• Recognise the different types of slavery and the signs that slavery may be present
• Map your supply chain and explore ways of creating transparency
• Recognise the importance of risk assessment and due diligence across your supply chains
• Use tools and techniques to help prevent slavery
MODERN SLAVERY AWARENESS

Agenda
Online pre-work should be completed before your first session
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Modern slavery awareness
- What is modern slavery and human rights?
- Forms of modern slavery
- The importance of recognising slavery within your supply chain

Session 2
Identifying potentials for slavery in your supply chain
- What types of supply chains do you have?
- Beyond Tier 1: mapping your supply chains
- Creating visibility

Session 3
Preventing the impact of slavery part 1
- Modern slavery considerations at different stages of the procurement cycle
- Stakeholder identification, analysis, and engagement
- Building rapport and relationships with suppliers

Session 4
Preventing the Impact of Slavery Part 2
- ETI human rights due diligence framework
- Codes of conduct and the CIPS code of conduct

Review of the day

What’s next?
Procurement Fundamentals

Is it right for me?
This interactive one-day training course considers fundamental elements of the procurement process, together with basic tools and techniques used within procurement and supply. It provides a robust grounding in procurement basics and is designed for those in a junior procurement/supply chain role or those new to the discipline. Delivered using learning systems and techniques to develop individual skills.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Procurement is a strategic process which enables increased added value and is a contributor of competitive advantage to the organisation. Understanding the fundamentals of the procurement cycle and supply chain function contributes to enhanced spend management and categorisation.

Involvement in developing robust specifications builds an understanding of the sourcing process and wider supply chain and provides opportunities to develop stakeholder management skills. The supplier appraisal processes are key to successful procurement outcomes from the bid process, together with skills in performance and supplier relationship management.

What are the learning objectives?
By the end of this course, you will be able to:

• Recognise the fundamentals of the procurement cycle and how each phase contributes to the effective management of spend and supply chain function
• Recognise the need for and importance of the involvement of procurement in specification development and successful outcomes
• Undertake supplier appraisal, develop a post tender appraisal, and develop tender/RFQ templates
• Describe the difference between performance and supplier relationship management, and how to effectively manage termination
PROCURMENT FUNDAMENTALS

Agenda
Online pre-work should be completed before your first session
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Introduction to procurement and supply
• Role and value-add of procurement
• Supply chain management
• Ethical considerations

Session 2
Planning and specifying the procurement
• Planning procurement activities
• Five ‘Rights’ of procurement
• Characteristics of different spend categories
• Types of specification
• Engaging suppliers in early discussion

Session 3
Managing the Competitive Bid Process
• Selection, process, and evaluation criteria
• Strategic sourcing models

Session 4
Implementation
• Award and supplier performance/relationship management

Review of the day

What’s next?
Risk and Resilience in the Supply Chain

Is it right for me?

The procurement and supply chain function proactively manages a range of risks, such as market volatility, cultural and social differences, the impact of globalisation, natural disasters, sustainability, fraud and corruption, currencies and commodities, contracts, and relationships with suppliers. Current thinking in this area focuses less on avoiding risk and more on managing it to an organisation's benefit. This course focuses on how leaders in procurement and supply can assess and mitigate the main performance risks that stem from the supply chain and that impact on the organisation or its customers. It also provides an understanding of the need to develop and implement appropriate risk appraisal and management strategies.

What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You'll learn how to lead on the development of strategic approaches to mitigate the impact of the supply chain on the reputation of your organisation and contribute to the use of risk pathways by the organisation. You'll also learn how to lead on the development of plans to mitigate the impact of market volatility on the organisation, that are aligned with the organisation's risk approach, including consideration of enterprise risk approaches. This course uses a real-life case study to explore the impact of risk and prior to the course delegates will be provided with appropriate pre-reading and preparation work to help them get the best out of the 2 days virtual learning.

What are the learning objectives?

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

• Monitor and advise on developments in competition law, ethical sourcing, and global sourcing
• Take actions to eliminate corruption, fraud and counterfeiting affecting the organisation's supply chains, including putting in place controls and measures for the purpose of review and monitoring of progress and success
• Critically evaluate the impact of undertaking major programmes and projects on the organisation's supply chain and enable the formation of appropriate contracts and relationships with suppliers
• Put in place strategies to mitigate the costs and risks associated with contract performance in projects and programmes
RISK AND RESILIENCE IN THE SUPPLY CHAIN

Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
What is risk and resilience in the supply chain?
  • Defining risk, issue, uncertainty, and resilience

Session 2
Risk Assessment
  • Critically assessing ‘why’ and ‘how’ risk occurs within supply chains

Session 3
What is a resilient supply chain?
  • Identifying and exploring the features of a resilient or vulnerable supply chain

Review of Day 1

Agenda Day 2
Online reflective learning should be completed before day 2
The virtual room will open will open 15 minutes before your session

Session 4
Evaluating the different approaches to risk management

Session 5
Assessing the role of relationship management when managing risk

Session 6
Creating a resilient supply chain and developing the most appropriate response to risk
  • Exploring the network view of risk

Review of Day 1 and 2

What’s Next?
Strategic Sourcing

Is it right for me?
Are you fully effective in your sourcing processes? Do you set and implement procurement strategies? This interactive two-day training course will provide you with the knowledge and skills to develop and improve your sourcing strategy throughout the procurement cycle.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Using the procurement cycle as the structure for the course, we will explore stakeholder engagement at each stage of the cycle. You will learn how to develop effective specifications in the sourcing process. We will explain techniques for market analysis. You will learn how to develop and apply appropriate selection and award criteria to evaluate supplier proposals. The course does not cover tactical level aspects, such as how to produce tendering documentation. The key ‘take away’ is the capability to develop an appropriate sourcing plan for categories of spend within your organisation.

What are the learning objectives?
By the end of this course, you will be able to:
• Influence the development of needs and specifications
• Ensure that the design and performance of specifications will avoid unnecessary costs
• Assess the sourcing options and routes to market for supplies of products or services
• Develop and apply appropriate selection and award criteria
• Evaluate supplier proposals to ensure value for money outcomes
STRATEGIC SOURCING

Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Introducing the procurement cycle

Session 2
Defining needs and specifications

Session 3
Analysis of the current situation

Session 4
Key tools for strategic sourcing

Review of Day 1

Agenda Day 2
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

Session 5
Make vs Buy

Session 6
Sourcing options

Session 7
Selection criteria

Session 8
Award criteria

Review of Day 1 and 2

What’s Next?
Strategic Transformation

Is it right for me?
It is essential for procurement and supply to adopt a strategic role in the organisation contributing to the development of markets and strategies influencing the business priorities and sources of competitive advantage thereby making a significant contribution to overall success. This course will equip you with the necessary knowledge and strategic analysis skills to be able to use creativity in strategic transformation management, deal with complex issues and make sound judgements in the absence of complete data.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training, including appropriate pre-reading and preparation work to help them get the best out of the 2 days virtual learning. You'll learn how to work collaboratively with senior colleagues on the development and implementation of business and corporate strategies. You'll explore market changes and learn techniques for critically assessing the impact of these on your supply chains. You'll also look at global sourcing approaches and how to promote and influence the design of your global supply chains.

What are the learning objectives?
By the end of this course, you will be able to:

• Develop and implement business and supply chain strategies
• Understand and assess the characteristics of the markets in which your organisation operates
• Create strategic transformation plans which are fit for purpose
• Use some key tools and techniques to facilitate the choice, implementation, and evaluation of strategic sourcing scenarios
Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
Appraise different levels of strategy in organisations that impact on the supply chain
- Evaluate the key tools and techniques used to develop

Session 2
Evaluate the different approaches and techniques used to implement business, corporate and supply chain strategies

Session 3
Evaluate the tools and techniques used to gather business intelligence that provides an understanding of the markets that an organisation operates
- Assess the market and market conditions that an organisation operates and contrast the different approaches that can be developed to pursue and appropriate business development strategy

Session 4
Evaluate the appropriateness of a business development strategy

Review of Day 1

Agenda Day 2
Online reflective learning should be completed before day 2
The virtual room will open 15 minutes before your session

Session 5
Evaluate the challenges faced by the organisation and its supply chains
- Critically assess pricing and competitive behaviour undertaken by organisations in the supply chain

Session 6
Critically assess the divergence of strategies undertaken by organisations in the supply chain
- Evaluate opportunities for using global supply chain strategies

Session 7
Appraise a detailed supply chain Strategy that delivers on the aim of the strategic plan

Review of Day 1 and 2

What’s Next?
Supplier Relationship Management

Is it right for me?
This half-day course provides an insight into the importance of effective supplier relationship management (SRM), as an approach for engaging with suppliers on a level that reflects the priorities of the organisation. It will explore different types of relationships, the attributes that contribute to an effective relationship and outline the importance of supplier development to the organisation. This content of this course complements the Contract Management course, where this topic is also explored in a wider context.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. Since Covid 19 strong SRM has become even more essential to unlocking value. This course will explore the importance of establishing and maintaining collaborative relationships and the benefits that this will bring to all parties, as well as the importance of continually developing suppliers, to realise benefits.

What are the learning objectives?
By the end of this course, you will be able to:
• Outline different buyer & supplier relationships
• Describe the attributes that contribute to an effective relationship
• Outline the importance of supplier development
SUPPLIER RELATIONSHIP MANAGEMENT

Agenda Day 1
Online pre-work should be completed before day 1
The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1
The buyer-supplier relationships

Session 2
Roles and attributes of an effective supplier relationship

Session 3
Supplier development

Review of the Day

What’s Next?
UK Public Sector Procurement

Is it right for me?
In recent years, there has been an ever-greater scrutiny of public sector spending, and this has had a substantial impact on how organisations acquire goods and services. This one-day interactive course provides guidance on the relevant public procurement directives, rules and other legislation that will affect your procurement procedures, as well as examining best practice on how to apply them. The course is ideally suited to those new to working in the public sector or in organisations who work with the public sector.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. The course will explore the basis of Public Sector procurement and the key principles behind procurement legislation and regulations. It will look at the application of appropriate procurement processes and identify opportunities to add value through effective supplier selection and management.

What are the learning objectives?
By the end of this course, you will be able to:

• Recognise the implications of the specific legislation regarding public procurement
• Recognise the processes required to establish good practice and operate within legal parameters
• Apply the knowledge in your own organisation, ensuring fair and equal treatment of potential suppliers
• Demonstrate knowledge of recent case law and the effect this has had on procurement practice
**UK PUBLIC SECTOR PROCUREMENT**

**Agenda**

Online pre-work should be completed before your first session

The virtual room will open 15 minutes before your session

**Introductions and Aspirations followed by a discussion on pre-work activities**

**Session 1**

Governance and planning

- Legal Framework for public services spending
- Thresholds
- Special requirements and processes
- Planning the expenditure
- Preparing the specification

**Session 2**

Procurement process

- Above-threshold process
- Procedures Below the procurement threshold
- Standard procurement procedures
- Prior information notices (PINs)
- Pre-qualification questionnaires - selection stage
- Invitations to tender – award stage

**Session 3**

Evaluation and Award

- Receipt of tenders
- Evaluation criteria and weighting
- Evaluation scoring
- Making the contract award
- Standstill
- Rights to challenge
- Recent case law

**Session 4**

Managing Contract Performance

- Performance management
- Service levels and Key Performance Indicators

**Review of the day**

**What’s next?**
Value Creation through Procurement and Supply

Is it right for me?
A procurement professional can add value through reducing costs, improving quality, reducing timescales, bringing innovations, and ensuring sustainability along with many other benefits. The course will help you to evaluate the developments that can be made to systems, emphasising the impact of e-procurement and technology on process improvement. You'll explore good practices in supply chain management to achieve sources of competitive advantage for the organisation so that it can act quicker, faster, cheaper, greener, and smarter.

What will I learn?
As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You'll learn how to exploit opportunities to add value for the organisation, identified through analysis of activity, issues and processes. Through debate, discussion, and practical exercises, you'll explore topics such as strategy development, continuous improvement, sustainability, and procurement leadership.

What are the learning objectives?
By the end of this course, you will be able to:

• Develop appropriate strategies and plans for the adoption of collaborative or competitive strategies
• Lead on the creation and adoption of process improvements to improve effectiveness and efficiency
• Promote responsible procurement in the supply chain throughout the function, the supply base, and the organisation
• Lead on the creation of demand-led supply chains
VALUE CREATION THROUGH PROCUREMENT AND SUPPLY

**Agenda Day 1**

Online pre-work should be completed before day 1

The virtual room will open will open 15 minutes before your session

**Introduction and Aspirations** followed by a discussion on pre-work activities

**Session 1**

Analyse strengths and weaknesses of infrastructure and systems

**Session 2**

Explore the opportunities for adding value through Category Management

**Session 3**

Analyse the main approaches to achieving added value outcomes

**Review of Day 1**

**Agenda Day 2**

Online reflective learning should be completed before day 2

The virtual room will open will open 15 minutes before your session

**Session 4**

Assess the use and impact of systems and workflows – Data Analytics

**Session 5**

Assess the impact of sustainable, socially responsible, and ethical supply

**Session 7**

Assess how the effective use of demand-led forecasting and lean supply chains can have an impact on an organisation and its supply chain

**Review of Day 1 and 2**

**What’s next?**
About CIPS, the Chartered Institute of Procurement & Supply

The professional body
CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

Quality guaranteed
Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

The Global Standard
CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

A commercial organisation
CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.