

SUPPLY MANAGEMENT TRAINING

INTRODUCTION TO PROCUREMENT COURSE

Date: September 13, 2010 to December 6, 2010

Location: Moncton & Saint John

Facilitator: Peter Tye & Chris Roberts

Duration: 13 weeks

INTRODUCTION

Supply Management is the process of managing flows of goods, services knowledge and resulting finances.

The goal of this course is to have candidates appreciate the procurement process and how it fits into the overall field of Supply Management. The procurement process extends well beyond the boundaries of the procurement department. For instance, senior management will be heavily involved in selecting supply partners. Similarly design departments will be heavily involved in selecting key technologies, which will have major implications in selecting suppliers. However, in most organizations to procurement department plays an integral role in all major procurement activities, in either a lead, or a supporting role.

This course develops the tactical aspects of procurement. It intends to provide information and techniques to allow junior to intermediate procurement staff to work more effectively. For those not currently working in a procurement role, course may prepare you for a move to such a role, or may just allow you to work more effectively with procurement staff.

ABOUT THIS COURSE...

The focus of this course is on matters of tactical significance, from defining supply management for an organization, to identifying specific tools and techniques that are often used in the procurement process.

The lessons in this course are inter-related. In lesson one, we discuss what a supply chain is and how purchasing fits within the overall supply chain. This will be followed by gaining a basic understanding of the following concepts and tools.

- Tendering
- Sourcing
- Supplier Evaluation & Selection
- Ethics
- Lean Supply (Inventory) Basics
- Cost Management, Total Cost of Ownership, Break-Even, Learning Curve



- Government & Retail Buying
- Technology use in Purchasing
- Negotiation
- Contract and Canadian Competitive Bidding Laws
- Quality Needs
- Buying Services
- Performance Evaluation

COURSE OBJECTIVES

Upon completion of this course candidates should be able to:

- Describe the historical development of Procurement and how it fits within an overall Supply Chain.
- Define: Supply Chain Management, Value-Chain, Purchasing.
- Define types of Tender processes and explain the uses.
- Understand the Integration of Supply Chain with enterprise objectives.
- Explain best practices for: sourcing, selecting and evaluating suppliers.
- Explain contract formation, the competitive bidding laws of Canada and the ethics.
- Apply negotiation tactics and techniques appropriately.
- Appreciate the use of calculations for; the total cost of ownership, the break-even point, cost management and the learning curve.
- Understand the need for quality from suppliers.
- Describe the basics of need for lean inventory management.
- Explain the differences between commercial, government and retail buying of goods and services.

SUPPLY MANAGEMENT TRAINING

REGISTRATION FORM

Fax to (506) 532-3635 or e-mail to bernioff@nb.sympatico.ca

Please check: Mr. Mrs. Miss Ms.

Name: _____

Position: _____

Company: _____

Address: _____

E-mail: _____

Office Telephone: _____

Home Telephone: _____

Office Fax: _____

Member Y or N: _____ Yes, my membership number is: _____

TECHNICAL COURSES (13 lessons)

- Members \$640 + HST
- Non-members \$740 + HST
- Self Study in-class
- Moncton Saint John Fredericton

- Introduction to Procurement
- Introduction to Logistics
- Introduction to Transportation
- Introduction to Operations Management

Please make cheque payable to:

NB Purchasing Management Institute
Copy of registration form to accompany cheque.

MAILING ADDRESS:

P.O. Box 8997, Shediac, NB E4P 8W5

For more information, contact Bernice Léger
at (506) 533-9418 or bernioff@nb.sympatico.ca

SEMINARS (2-day seminars)

- Members \$600 + HST
- Non-members \$700 + HST

Soft Skill Seminars

- Introduction to Business Communications
- Introduction to Negotiations
- Introduction to Contract Law and Administration

Business Management Seminars

- Introduction to Accounting and Finance
- Introduction to Marketing
- Introduction to Business Planning

Credit Card Payment


 
 

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CANCELLATION POLICY: *Cancellations up to fourteen (14) days prior to the beginning of the course/seminar are entitled to a full refund. Cancellations within fourteen (14) days of the course/ seminar will be charged a 20% administration fee and the return of any material.*