



London TDM

# Procurement and Supply Chain Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 November 2025 To 20 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Procurement for Non-Procurement Professionals" course is designed to provide a comprehensive understanding of the procurement process for those who may not have formal training in this area. This 5-day course will cover essential procurement principles, strategies, and best practices, enabling participants to effectively collaborate with procurement teams and contribute to the organization's purchasing objectives.

### Objectives

- Understand the fundamentals of procurement and its strategic importance.
- Learn key procurement terms, concepts, and processes.
- Identify the roles and responsibilities in procurement and supply chain management.
- Gain insights into supplier management and contract negotiation.
- Develop skills to work effectively with procurement professionals.

## Course Outlines

### Day 1: Introduction to Procurement

- Understanding the role of procurement in an organization.
- Key procurement terms and definitions.
- The procurement lifecycle and key activities involved.
- Procurement's impact on financial performance.
- Overview of strategic sourcing vs. tactical purchasing.

### Day 2: Procurement Processes and Best Practices

- Essential steps in the procurement process.
- Criteria for supplier selection and evaluation.
- Developing and issuing Request for Proposals (RFPs).
- Best practices in sustainable and ethical procurement.
- Risk management in procurement.

### Day 3: Understanding Contracts and Negotiations

- Basics of contract management and key contractual terms.
- Different types of contracts used in procurement.
- Effective negotiation strategies and tactics.
- Legal considerations in the procurement process.
- Case studies on successful contract negotiations.

### Day 4: Supplier Relationship Management

- Importance of building strategic supplier relationships.
- Tools for assessing supplier performance.
- Methods for fostering collaboration with suppliers.
- Handling disputes and conflict resolution.
- The role of technology in supplier relationship management.

## **Day 5: Integration with Business Operations**

- Aligning procurement strategies with business goals.
- Collaborating effectively with internal departments.
- Case studies on procurement's role in project management.
- Measuring and reporting procurement performance.
- Future trends in procurement and supply chain management.