

BUYER'S TOOLKIT

1-Day Introduction Training Workshop

This 1-day training workshop is aimed at anyone who wants to learn how to buy more effectively. It is useful for those in the organization who interface or interact with suppliers, or who are responsible for managing contracts or suppliers where there is significant spend or risk to the business. The course is designed to provide delegates with the core or fundamental buying skills and tools that can make a difference to buying outcomes and enable effective contract and supplier management.

The event is fully customizable and modules can be adapted to meet specific client requirements.

This course is suitable for:

- ▶ Anyone who manages a supplier
- ▶ Anyone who interfaces with a supplier
- ▶ Anyone who wants to learn the basics of procurement

You may also be interested in:

- ▶ [Buyer's Toolkit Online](#) – 5D Power Buying® Process, toolkit, resources and digital learning.
- ▶ [Red Sheet® Online](#) – Full online toolkit, eLearning and resources for the Red Sheet negotiation planning tool..

We charge per event based on a maximum of 20 delegates. Our fees include trainers, travel time (within the EU or US), preparation, basic customization and standard course hand-outs but exclude venue and facilities hire, reasonable expenses and VAT/sales tax where applicable. Certain locations are subject to fees for additional travel time (although our global network of staff means we have most major locations covered). Unless otherwise agreed, all intellectual property used in training or in hand-outs remains the property of Positive Purchasing Ltd and is provided on the basis that it is for use by the delegate who attends the training event in the course of their work for the company who engages us. Unless otherwise agreed, no electronic versions of the training materials will be provided. Making copies of, transmitting or distribution of any Positive Purchasing training materials is strictly forbidden unless we have provided a license to do so. The client is responsible for the provision of the training venue, delegate invitations, logistics and any equipment (as per our specification available upon request). We will supply a summary of course evaluations and feedback post event. Our payment terms are strictly 30 days from receipt of invoice.

Course Content

- ▶ Introduction to buying
- ▶ How suppliers gain advantage
- ▶ The 5D Power Buying Process
- ▶ Defining our buying objectives and the needs and wants
- ▶ Determining our buying power using the power check test (including group work)
- ▶ Getting behind price
- ▶ Understanding our position in the market
- ▶ Determining how to boost our power
- ▶ Introduction to managing suppliers
- ▶ Developing a Power Buying Plan
- ▶ Negotiating to get the best deal

Learning Objectives

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

- ▶ Describe the basic principles of buying
- ▶ Describe the different ways suppliers gain advantage
- ▶ Assess our buying position and strength
- ▶ Develop a simple plan for effective buying
- ▶ Define the needs and wants for an area of spend
- ▶ Develop and implement arrangements to better manage a supplier
- ▶ Conduct simple negotiations
- ▶ Buy more effectively

What You Will Get

This training is delivered by a highly experienced trainer and practitioner in this field and can be delivered exclusively for your company at almost any location worldwide.

Delegates will receive:

- ▶ 3P agenda and joining pack sent out in advance
- ▶ Full colour workbook hand outs
- ▶ A certificate for all delegates who complete the course
- ▶ Book by Jonathan O'Brien - "The Buyer's Toolkit"