

BUYER'S TOOLKIT

2-Day 'Proficient Buyer' Training Workshop

This 2-day training workshop is aimed at individuals or those in companies who buy or want to learn how to buy more effectively. It is suitable for those in organizations who are responsible for buying or who interface or interact with suppliers or manage contracts. It is particularly suitable for small to medium sized buying teams who wish to move from basic tactical buying to a buying approach that adds greater value to the organization. It is relevant for teams with little or no buying experience and equally suitable for those who know what they are doing.

The course is designed to provide delegates with a solid grounding and full training in the 5D Power Buying® process. It will also establish a common toolkit and language within a team and across the business as a whole. It will help make a significant difference to buying outcomes and enable better contract and supplier management.

This course is suitable for:

- ▶ Anyone who buys
- ▶ Anyone who manages a supplier
- ▶ Anyone who interfaces with a supplier
- ▶ Anyone who agrees or manages contracts

You may also be interested in:

- ▶ **Buyer's Toolkit Online** – 5D Power Buying® Process, toolkit, resources and digital learning.
- ▶ **Red Sheet® Online** – Online toolkit, eLearning and resources for the Red Sheet negotiation planning tool.
- ▶ **Procleus®** – The complete online strategic procurement academy, toolkit and resource centre for purchasing professionals. Our unique Procleus digital platform enables global procurement teams to deliver remarkable benefits and unlock significant potential from the supply base. Featuring an extensive library of digital learning modules, individual competency assessment and managed learning programs alongside the complete suite of processes, tools, templates and resources for procurement and negotiation.
- ▶ **In-house courses** – This course can also be delivered exclusively for your company at almost any location worldwide. We charge per event based on a maximum of 20 delegates. Course contents are modular, customizable and adaptable to meet your organization's specific requirements. Different language options are also available.

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
- ▶ When things go wrong - dealing with supplier disputes (including group work)
- ▶ Developing a Power Buying Plan
- ▶ Negotiating to get the best deal
- ▶ Fundamentals of the contract
- ▶ Introduction to negotiation and basic negotiation toolkit
- ▶ How to manage the suppliers and check performance
- ▶ How to implement new buying arrangements
- ▶ Next steps in the journey to effective buying

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
- ▶ Determine which suppliers are more important than others and state why
- ▶ Define the needs and wants for an area of spend
- ▶ Develop and implement arrangements to better manage a supplier and drive improved performance
- ▶ Conduct simple negotiations
- ▶ Agree simple contracts with suppliers
- ▶ Buy more effectively

What You Will Get

This training course is delivered by highly experienced procurement experts, and a summary of course evaluations and feedback will be provided after the training.

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
- ▶ A copy of **The Buyer's Toolkit** book by Jonathan O'Brien