

BUYER'S TOOLKIT

'Proficient Buyer' Course



This online training course 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 those who are part of 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 individuals 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.
- **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.
- **Red Sheet[®] Online** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. Available on an annual subscription basis, with significant discounts if purchased with classroom training.
- **In-house courses** – This course can also be delivered exclusively for your company either online, or as a classroom event 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.

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Course Content

Introduction to effective buying

- 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)

Understanding our position

- Getting behind price
- Understanding our position in the market
- Determining how to boost our power

Developing a winning buying plan

- Developing a Power Buying Plan
- Fundamentals of the contract
- Introduction to negotiation and basic negotiation toolkit

Making it happen

- How to manage the suppliers and check performance
- When things go wrong - dealing with supplier disputes (including group work)
- 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 procurement expert Jonathan O'Brien, live online as a series of four workshops.

Delegates will receive:

- 3P agenda and joining pack sent out in advance
- Full colour workbook handouts
- A copy of the book, The Buyer's Toolkit, by Jonathan O'Brien
- A certificate for all delegates who complete the course
- A 3-month subscription to Buyer's Toolkit Online