

## BUYER'S TOOLKIT

### 'Proficient Buyer' Course



This 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 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.

The event is fully customizable and the modules can be adapted to meet specific client requirements. We can also adapt the agenda to provide real outputs for an organization.

This course is CPD certified, meaning the learning activity has reached the required Continuing Professional Development standards and benchmarks for integrity and quality.

#### 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 Procleus platform enables global procurement teams to deliver remarkable benefits and unlock significant potential from the supply base. Featuring a digital learning library, competency assessment and managed learning programs alongside a suite of processes, tools and templates for procurement and negotiation.
- **Digital negotiation platforms** – A range of platforms that provide everything you need to enhance negotiation capability and secure winning outcomes every time. Powered by the Red Sheet negotiation methodology, they bring together a proven process, expert tools, resources and the option of digital learning. Choose from Ruby, the guided negotiation plan creator® with intelligent workflow to collaborate and plan negotiations with your global team, Ruby+ which takes your negotiation planning a step further with an added suite of resources, and Red Sheet Classic, the online negotiation platform to help you utilise our popular paper-based negotiation tools. Available on an annual subscription basis, with significant discounts if purchased with online/classroom training.

We charge per program or event based on a maximum of 20 delegates for classroom events or 30 for our online programs (depending upon the degree of live online facilitation for breakout sessions selected). Our fees include trainers, any travel time (within the EU or US), preparation, basic customization and standard course hand-outs (provided in-person or mailed out to delegates for online programs) but exclude venue and facilities hire, reasonable expenses for classroom events 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. For classroom events, 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 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 is delivered by a highly experienced trainer and practitioner in this field and can be delivered either live online as a series of workshops or as a 2-day classroom event, or a combination of the two, exclusively for your company at almost any location worldwide.

Different language options are available, 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 handouts
- A certificate for all delegates who complete the course
- A 3-month subscription to Buyer's Toolkit Online (online courses only)