

BUYER'S TOOLKIT

Introduction Course



ONLINE TRAINING



CLASSROOM TRAINING

This training course 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:

- **The Buyer's Toolkit platform** – 5D Power Buying® process, toolkit, resources and digital learning.
- **The Buyer's Toolkit book** by Jonathan O'Brien - An easy-to-use approach for effective buying. The Buyer's Toolkit distills all the best practice tools for professional buying and negotiating into a simple, jargon-free framework that can be picked up and applied by anyone who buys. The book seeks to transform how individuals view and practise buying so they know when to influence a situation and what to do to buy well.
- **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, or Ruby With Learning which takes your negotiation planning a step further with an added suite of resources. 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 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)

Developing a winning buying plan

- 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 either live online as a series of workshops or as a 1-day classroom event, 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