

TRAINING COURSE CATALOGUE 2026



**DELIVERING POWERFUL PROCUREMENT
TRAINING AND TOOLS AROUND THE GLOBE**

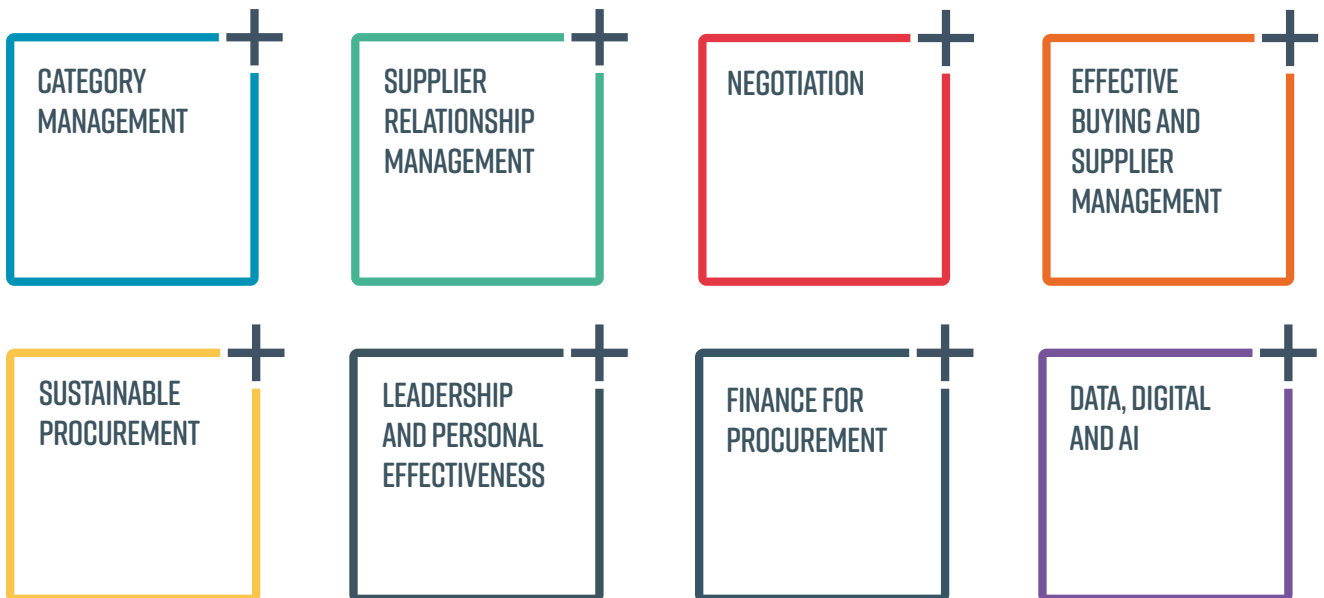
WORLD LEADING PROCUREMENT TRAINING

Positive Purchasing is known all over the world for our specialist procurement and negotiation training. Delivered by procurement experts, our courses are proven to uplift the skills and capabilities of teams and individuals.

Our standard courses are available for teams at Introduction, Intensive, Advanced and Advanced+ levels, delivered worldwide in the classroom or virtually. We also offer added customization options to make it completely bespoke for your organization, with a range of language options available.

Our training has been carefully designed to maximize the learning experience. Using an activity-based approach, we link instructor-led training online and within the classroom to real experience and to the issues faced by our clients. The skills and expertise of our trainers means that we can bring the training to life with real examples and case studies. We combine a mixture of learning styles, video, and facilitated group work to create a highly dynamic and engaging experience.

TRAINING CATEGORIES



TRAINING OPTIONS

CLASSROOM

In-house training, available worldwide, typically for groups of 16 - 20 people.

VIRTUAL

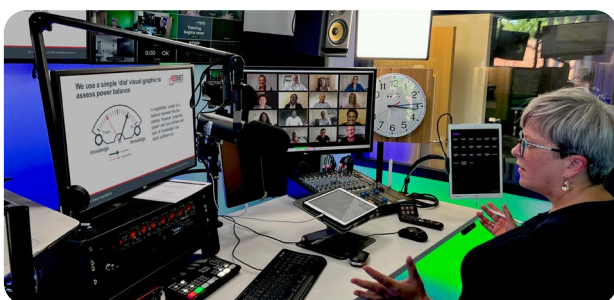
High-impact, interactive, online instructor-led training, typically delivered as half-day workshops, for cohorts of 16-25 people.

PUBLIC

We offer a selection of our courses as public courses for individuals to attend. Visit our website for upcoming public course dates.

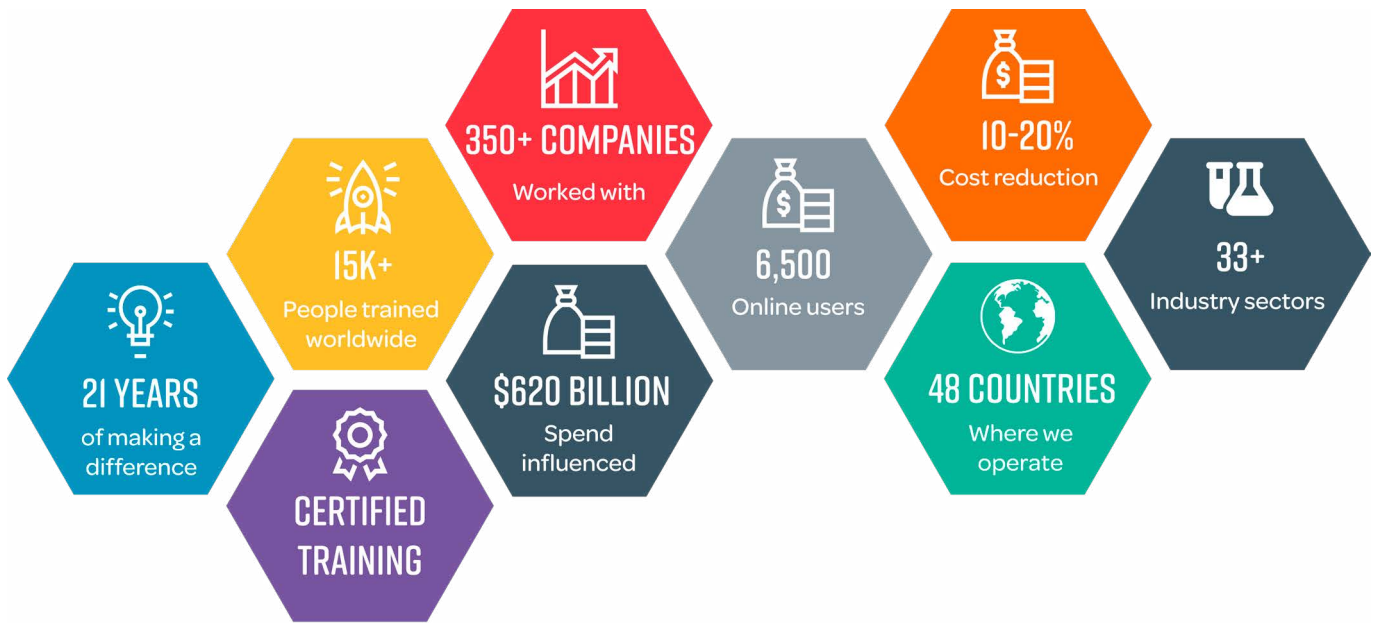
ELEARNING

Vast eLearning library and managed learning pathways, tailored to the individual through a skills assessment. Available via Procleus, our platform for strategic procurement, or you can purchase learning modules on-demand.

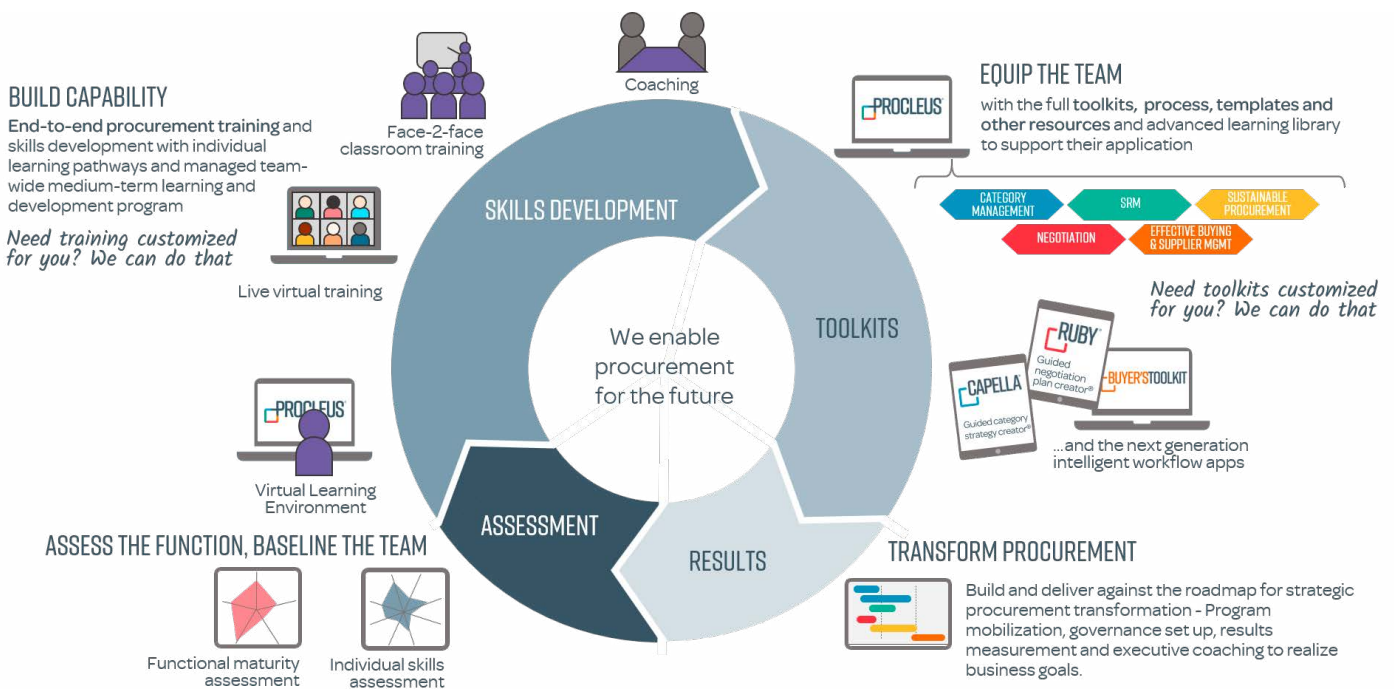


WHO WE ARE

Positive Purchasing is a world leading procurement training provider and is home to the latest generation of SaaS and procurement and negotiation platforms. Specialists in enabling procurement for the future, we offer a complete range of support options for strategic procurement transformation.



THE JOURNEY OF EXCELLENCE



COMPARE OUR COURSES

CATEGORY MANAGEMENT

WHAT IS INCLUDED	INTRODUCTION	INTENSIVE	ADVANCED	EXECUTIVE TEAM ESSENTIALS	GETTING BEHIND PRICE AND COST	CATEGORY DETERMINATION, SEGMENTATION, OPPORTUNITY ANALYSIS AND GOVERNANCE
Duration	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual	0.5-day classroom or 1 x 3hr virtual	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual
3-month subscription to Procleus (online courses only)		✓	✓			
Course delivery by specialist, experienced trainer(s)	✓	✓	✓	✓	✓	✓
All preparation and administration of delegates onto the course	✓	✓	✓	✓	✓	✓
Physical certificate for all delegates who complete the course	✓	✓	✓	✓	✓	

COURSE HANDOUTS	INTRODUCTION	INTENSIVE	ADVANCED	EXECUTIVE TEAM ESSENTIALS	GETTING BEHIND PRICE AND COST	CATEGORY DETERMINATION, SEGMENTATION, OPPORTUNITY ANALYSIS AND GOVERNANCE
Category Management training workbook handout	✓	✓	✓	✓	✓	
Laminated 5i Category Management process	✓	✓	✓	✓		
Copies of all case studies and group work exercises	✓	✓	✓			
Licensed copy of Opportunity Analysis tool and 5P process (license for company use ongoing but not to modify or sell on)						✓
The outputs of sessions developed during the workshop						✓

SUPPLIER RELATIONSHIP MANAGEMENT

WHAT IS INCLUDED	INTRODUCTION	INTENSIVE	ADVANCED	SUPPLIER SEGMENTATION AND GOVERNANCE
Duration	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual
3-month subscription to Procleus (online courses only)		✓	✓	
Course delivery by specialist, experienced trainer(s)	✓	✓	✓	✓
All preparation and administration of delegates onto the course	✓	✓	✓	✓
Physical certificate for all delegates who complete the course	✓	✓	✓	

COURSE HANDOUTS	INTRODUCTION	INTENSIVE	ADVANCED	SUPPLIER SEGMENTATION AND GOVERNANCE
Supplier Relationship Management training workbook handout	✓	✓	✓	
Laminated 5A and 7 Facets of SRM processes	✓	✓	✓	
Copies of all case studies and group work exercises	✓	✓	✓	
Licensed copy of the Supplier Segmentation tool and 5P process (license for company use ongoing but not to modify or sell on)				✓
The outputs of sessions developed during the workshop				✓

COMPARE OUR COURSES

NEGOTIATION

We offer five Red Sheet® negotiation training courses, each structured around one of the Red Sheet family planning tools:

FULL RED SHEET

For high-value, complex or team-based negotiations.

RED SHEET LITE

For day-to-day, professional negotiations.

RED SHEET NANO

For simple or individual negotiations.

WHAT IS INCLUDED	INTRODUCTION	LITE	INTENSIVE	ADVANCED	ADVANCED+
Duration	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual
Minimum entry requirements	None	None	None	None	Advanced level
Video roleplay with weblink		✓	✓	✓	✓
3 months access to Red Sheet Digital and Ruby with Learning		✓	✓	✓	✓
Course delivery by experienced negotiators & specialist trainer(s)	✓	✓	✓	✓	✓
All preparation and administration of delegates onto the course	✓	✓	✓	✓	✓
Physical certificate for all who complete the course	✓	✓	✓	✓	✓

COURSE HAND OUTS	INTRODUCTION	LITE	INTENSIVE	ADVANCED	ADVANCED+
Red Sheet	Nano	Lite & Nano	Full Suite	Full Suite	Full Suite
Tactics and techniques handout		✓	✓	✓	N/A
Culture guide		✓	✓	✓	N/A
Full colour Red Sheet workbook	✓	✓	✓	✓	N/A
Psychometric assessment of each delegate		Optional	Optional	Optional	✓
A copy of <i>Negotiation for Procurement and Supply Chain Professionals</i> by Jonathan O'Brien	Optional	Optional	Optional	Optional	Optional

COMPARE OUR COURSES

BUYER'S TOOLKIT

WHAT IS INCLUDED	INTRODUCTION	PROFICIENT BUYER
Duration	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual
3-month subscription to The Buyer's Toolkit platform (online courses only)		✓
Course delivery by specialist, experienced trainer(s)	✓	✓
All preparation and administration of delegates onto the course	✓	✓
Physical certificate for all delegates who complete the course	✓	✓

COURSE HANDOUTS	INTRODUCTION	PROFICIENT BUYER
Buyer's Toolkit training workbook handout	✓	✓
3 x Buyer's Toolkit posters per delegate	✓	✓

SUSTAINABLE PROCUREMENT

WHAT IS INCLUDED	AWARENESS	ADVANCED
Duration	0.5-day classroom or 1 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual
3-month access to the online learning program and resources (online courses only)	✓	✓
Course delivery by specialist, experienced trainer(s)	✓	✓
All preparation and administration of delegates onto the course	✓	✓
Physical certificate for all delegates who complete the course	✓	✓

COURSE HANDOUTS	AWARENESS	ADVANCED
Sustainable Procurement training workbook handout	✓	✓
Laminated Sustainable Procurement process	✓	✓
Copies of all case studies and group work exercises	✓	✓

COMPARE OUR COURSES

FINANCE FOR PROCUREMENT, LEADERSHIP & PERSONAL EFFECTIVENESS, AND DATA, DIGITAL & AI

WHAT IS INCLUDED	FINANCE FOR PROCUREMENT PROFESSIONALS		LEADERSHIP & PERSONAL EFFECTIVENESS		DATA, DIGITAL & AI	
	INTRODUCTION	INTENSIVE	EFFECTIVE LEADERSHIP & MANAGEMENT	PERSONAL EFFECTIVENESS	HOW TO GET GOING ON A DIGITAL PROCUREMENT STRATEGY Digital Strategy 1: Facilitated Workshop	HOW TO BUILD YOUR PROCUREMENT DIGITAL STRATEGY Digital Strategy 2: Intensive Course
Duration	1-day classroom or 2 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	3-day classroom or 6 x 3.5hr virtual	2-day classroom or 4 x 3.5hr virtual	1 x 3.5hr virtual	1 x 3.5hr virtual
Course delivery by specialist, experienced trainer(s)	✓	✓	✓	✓	✓	✓
All preparation and administration of delegates onto the course	✓	✓	✓	✓	✓	✓
Physical certificate for all delegates who complete the course	✓	✓	✓	✓	✓	✓
Minimum entry requirements	None	None	None	None	None	Completion of Digital Strategy 1 Workshop
Access to materials via the Positive Purchasing Learning Management System					✓	✓

COURSE HANDOUTS	FINANCE FOR PROCUREMENT PROFESSIONALS		LEADERSHIP & PERSONAL EFFECTIVENESS		DATA, DIGITAL & AI	
	INTRODUCTION	INTENSIVE	EFFECTIVE LEADERSHIP & MANAGEMENT	PERSONAL EFFECTIVENESS	HOW TO GET GOING ON A DIGITAL PROCUREMENT STRATEGY Digital Strategy 1: Facilitated Workshop	HOW TO BUILD YOUR PROCUREMENT DIGITAL STRATEGY Digital Strategy 2: Intensive Course
A working spreadsheet finance model with terms and conditions calculator	✓	✓				
Slide handouts pdf document	✓	✓				
Access to the LMS and course slide decks for 3 months	✓	✓				
Effective Leadership & Management training workbook containing summary of course content			✓			
Laminated leadership tools sheet			✓			
Copies of all case studies and group work exercises			✓	✓	✓	✓
Personal Effectiveness training workbook containing summary of course content				✓		
Laminated personal tools sheet				✓		
Digital Strategy workbook					✓	✓
Laminated 5-step 'How to Build Your Procurement Digital Strategy'					✓	✓

CATEGORY MANAGEMENT

Introduction Course



2 x 3.5 Hours




1 Day

An introductory Category Management course aimed at stakeholders or individuals who are coming into contact with Category Management programs. Develop winning category strategies by ensuring that those across the business who need to be involved understand, support and actively participate in the Category Management process.





This course provides an introduction to 5i® Category Management and includes an exploration of key principles and what makes it so successful. The role of purchasing within organizations is also explored to help delegates understand the value that is possible and what is needed to unlock it.

Course Content

Understanding Category Management

- Introduction to Category Management
- The principles of Category Management
- The Category Management process
- The STP (Situation, Target, Proposal) tool 
- How suppliers gain advantage - Day One Analysis
- Cross-functional team approach

Determining our requirements and future direction

- Determining business requirements 
- Fact Find Planning and using AI 
- Understanding the marketplace 
- Some early-insights analytical tools
- Price Model
- Some early insights analytical tools
- Defining a sourcing strategy 

Learning Objectives

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

- Describe what Category Management is and how it adds value
- Explain the key steps of the process
- Describe the ways that suppliers gain advantage
- Apply some simple tools to help understand and plan a category
- Define business requirements
- Play an active role in a Category Management project

CATEGORY MANAGEMENT

Intensive Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING


2 Days

An intensive Category Management course that provides an introduction to all the activities leading up to defining a game-changing category strategy. It will help enable and equip your practitioners to drive significant business benefits around reduced price and cost, reduced supply base risk, and to unlock innovation and greater value for your most important categories of spend.



Delegates can work on their own categories in breakout sessions, or learn by working through a selection of carefully selected case studies based upon real life examples.

Course Content




Understanding Category Management

- Introduction to Category Management
- The STP (Situation, Target, Proposal) tool 
- Cross-functional teams and team formation/project kick-off
- Planning and project kick-off

Determining business requirements and sources of value

- Stakeholder Mapping and Communication Planning
- Business Requirements definition and prioritization 
- Determining sources of value (Value Levers) 
- Early insights into category using Day One Analysis

Gaining insight

- Quick Wins 
- Supplier Conditioning
- Fact Find Planning and using AI 
- Getting behind suppliers' price
- External environment analysis using PESTLE and Porter's Five Forces 

Determining the category strategy

- Strategy development using Portfolio Analysis/ Kraljic Analysis and Supplier Preferencing 
- Summarizing all the analysis and findings using SWOT
- Building the category strategy and plan 
- Introduction to Implementation Planning, Project and Change Management
- High level introduction to stages 4 and 5 of the 5i process

Learning Objectives

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

- Describe what Category Management is and how it adds value
- Explain the key steps of the process and determine which tools to apply for each category
- Participate in a cross-functional team
- Define business requirements for a category
- Begin to analyze a category and develop a breakthrough category strategy
- Support the creation of a source plan or category strategy and plan
- Participate in category projects ongoing

CATEGORY MANAGEMENT

Advanced Course



ONLINE TRAINING



CLASSROOM TRAINING

6 x 3.5 Hours


3 Days

An advanced Category Management course aimed at experienced or developing purchasing staff and potentially some key stakeholders. Based around the 5i[®] Category Management process (customizable to your own process), the course covers all aspects of category strategy creation and how to implement Sustainable Procurement using Category Management.


Practitioners are fully equipped to deliver significant business benefits around reduced price and cost, reduced supply base risk and to unlock innovation and greater value for your most important categories of spend.

Course Content




Understanding Category Management

- Introduction to Category Management and defining our category
- Achieving breakthrough results
- The STP (Situation, Target, Proposal) tool 
- Planning and kicking-off the category project



Cross-functional working and engaging the business

- Cross-functional teams and effective team formation
- Stakeholder Mapping and Communication Planning
- Quick Wins and Opportunity Analysis 




First insights and business requirements

- Early insights into category using Day One Analysis
- Determining how to secure value (Value Levers) 
- Business Requirements definition and prioritization 
- Supplier Conditioning
- Fact Find Planning and using AI 

Gaining insight into the category

- Getting behind suppliers' price using price model
- Purchase price cost analysis (analyzing 'should cost') 
- External environment analysis using PESTLE and Porter's Five Forces 

Developing the category strategy

- Strategy development using Portfolio Analysis/ Kraljic Analysis and Supplier Preferencing 
- Summarizing all the analysis and findings using SWOT
- Strategic sourcing options generation and evaluation 
- Incorporating sustainability within the strategy 
- Category strategy and plan development and approval 

Implementing the category strategy

- Risk and contingency planning
- Detailed implementation planning and project management
- What next - managing the supplier and ongoing attraction of breakthrough and innovation

Learning Objectives

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

- Describe the core process and principles of Category Management
- Describe what Category Management is, how it adds value, and apply it to key spend areas
- Gain insights into specific categories by working the tools
- Explain the key steps of the process and determine which tools to apply
- Describe how to assess, and potentially change, the balance of power within a buyer/seller relationship
- Establish a cross-functional team and engage the business
- Describe how Category Management can drive supply-side sustainability
- Define business requirements for a category
- Analyze a category and develop a breakthrough category strategy
- Create a category strategy and plan
- Plan and implement a category strategy, applying change management principles
- Manage the category ongoing



 Key steps or activities for Sustainable Procurement

CATEGORY MANAGEMENT

Executive Team Essentials Course



ONLINE TRAINING

1 x 3.5 Hours



CLASSROOM TRAINING

0.5 Day

This half-day specialist high-level Category Management course is aimed at senior management and executive teams in companies implementing Category Management or contemplating implementing the approach.

Delivered by a partner-level specialist as an interactive workshop, it combines an exploration of the principles of Category Management (including a taster of some key tools) with working sessions to relate the process to the organization. Galvanise the support necessary to streamline category strategy creation across the business.

Course Content

- Procurement as a contributor of real value and building competitive advantage
- What best practice procurement looks like - what mature organizations are doing
- Introduction to Category Management (foundations, pillars and phases)
- The breakthrough benefit possible
- Exploring the Category Management toolkit
- How suppliers gain advantage including a taster session exploring one analytical tool
- Making Category Management a success in the organisation including governance required
- The role of senior teams to support Category Management
- Driving supply-side sustainability using Category Management

Learning Objectives

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

- Describe what Category Management is and how it adds value to the organization
- Describe why Category Management is an essential business process
- Describe the key principles and stages of Category Management
- Put in place the appropriate governance approach to enable Category Management
- Play a key role to enable and support the process and realization of benefits
- Establishing a Sustainable Procurement program using Category Management

CATEGORY MANAGEMENT

'Getting Behind Price and Cost' Course



ONLINE TRAINING

2 x 3.5 Hours



CLASSROOM TRAINING

1 Day

A training course for everyone in the organization that interfaces or interacts with suppliers, or those responsible for managing contracts or suppliers where there is significant spend or risk to the business.

This course is designed to provide delegates with some key skills to better understand supplier's pricing and the true cost of what we are buying, and where we can influence this. Essential tools are covered to help increase efficiency within contract and supplier management where price and cost are key considerations, and to help get the most from suppliers and the supply base.

Course Content

Getting behind price

- The price we pay – introduction to the basics of buying and the difference between price and cost, and value
- How does price get determined? We show you some real examples
- Price model – the different types of pricing approach that suppliers use
- What we can do to improve our price position
- Getting behind cost - Purchase Price Cost Analysis
- Group work - do a cost breakdown
- How we can use AI to get behind price

Getting behind cost

- Sources of information, and data gathering and analysis
- Total Cost of Ownership
- Group work - build a total cost model
- Acting on findings and using insights to leverage better buying outcomes or negotiate better deals
- Driving change in business behavior and making it happen

Learning Objectives

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

- Describe the difference between price and cost
- Describe and identify the different ways price gets determined by the supplier
- Conduct a cost breakdown for a simple product or service
- Determine when it is appropriate to use cost breakdowns
- Determine where we are able to influence or improve the pricing that suppliers present
- Build a Total Cost of Ownership model
- Apply the insight gained from working with price and cost tools, to improve their buying position or negotiate more effectively

CATEGORY MANAGEMENT

Category Determination, Segmentation,
Opportunity Analysis and Governance Workshops



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

A facilitated series of workshops designed specifically for your organization to determine, identify and prioritize the categories the organization will pursue in order to secure the optimum value and advantage, and to put the required governance in place for success. Designed to maximize impact by utilizing the knowledge and insight of key individuals with experience of the organization's current spend and suppliers, this workshop provides a guided journey to structuring a new strategic roadmap for the short to medium term.

The program comprises a series of workshops tailored specifically to respond to your organizational situation and goals:

Defining, segmenting and prioritizing categories

Run with typically 5-7 of your most senior or experienced individuals. The workshop takes the team through a carefully facilitated process to determine or validate category scope and definitions, to create a discrete list of market facing categories and the level at which categories will be worked on.

Determining and putting in place governance

Run with those in leadership positions or your most senior staff, we work through the different dimensions of the governance required to enable and make Category Management a success using our proven 5P approach. These workshops enable you to develop the primary outputs and arrangements needed to implement Category Management, including a full roadmap for the next 18 months.

Workshop Content

Multi-workshop program to cover the following core working sessions:

- Clarification of business mission, aims and objectives, and how these translate to procurement
- Determination/validation of overall category structure and individual 'market facing' scope and category definitions
- Category Segmentation
- Multi-dimensional opportunity analysis and prioritization to determine the value potential across all selected categories
- Determination of governance approval for success including structure, program plan and benefits tracking
- Determination of short/medium term roadmap
- Determination of learning and development post roadmap
- Determination of Communication Plan

Workshop Objectives and Deliverables

By the end of this workshop, key outputs will be:

- Agreed category list and structure including the level at which we will work
- Prioritized category opportunity analysis
- Roadmap of categories to work on short to medium term
- Governance set up plan and program roadmap

SUPPLIER RELATIONSHIP MANAGEMENT

Introduction Course



ONLINE TRAINING

2 x 3.5 Hours



CLASSROOM TRAINING

1 Day

An introductory Supplier Relationship Management course designed to help individuals understand the principles of the buyer/seller relationship, and to equip them with some basic tools and approaches to maximize the value from key relationships.

The course covers the basic principles of Supplier Management as part of an overall Supplier Relationship Management approach and is based around the Positive Purchasing Supplier Management process.

Course Content

Introduction to Supplier Relationship Management

- The buyer/supplier relationships
- What makes some suppliers important or strategic
- Value possible from a well-managed relationship
- The seller's perspective and agenda and how they gain advantage
- Measuring supplier performance

Driving improvements and making the relationship work

- Driving supplier improvements
- Managing the supplier to get the results needed
- Contract management
- Creating the right relationship
- Managing supplier meetings, reviews and interactions

Learning Objectives

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

- Describe what makes some suppliers more important than others
- Describe the different approaches and types of intervention for important suppliers
- Describe how suppliers gain advantage
- Apply a series of approaches to better manage a supplier
- Better manage interactions with suppliers and develop relationships as appropriate
- Apply simple contract management principles
- Conduct a supplier review meeting
- Manage supplier performance and deal with issues or the need for improvement

SUPPLIER RELATIONSHIP MANAGEMENT

Intensive Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

An intensive Supplier Relationship Management course designed to help practitioners manage important suppliers and develop specific interventions to achieve business goals. Based around the Positive Purchasing 'Orchestra of SRM[®]', and 5A[™] Strategic Collaborative Relationship process.

This course will enable you to identify those suppliers who are important and why, and equip you with the tools and approaches to determine and effect the right interventions with the right suppliers.

Course Content

Introduction to Supplier Relationship Management and segmenting the supply base

- The buyer/supplier relationships
- Why we need an approach for key suppliers and the value possible from a well-managed relationship
- Supplier segmentation and what makes some suppliers important or strategic

Measuring the supplier and driving improvement

- The seller's perspective and agenda
- Supplier Performance Measurement and developing KPIs

- The STPDR process for driving supplier improvements

Managing the supplier

- Contract management
- Managing relationships with suppliers (business-wide) and supplier interface mapping

Strategic collaborative relationships

- Strategic Collaborative Relationships and how to manage them
- Creating joint working and collaboration

Learning Objectives

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

- Describe what makes some suppliers more important than others
- Describe the different approaches and types of intervention for important suppliers
- Apply a series of approaches to better manage a supplier
- Apply simple contract management principles
- Conduct a supplier review meeting
- Manage supplier performance and deal with issues or the need for improvement
- Develop joint working approaches for Strategic Collaborative Relationships to collaborate on key initiatives
- To identify how a strategic supplier can help drive business growth or create competitive advantage

SUPPLIER RELATIONSHIP MANAGEMENT

Advanced Course



6 x 3.5 Hours



CLASSROOM TRAINING

3 Days

A Supplier Relationship Management course designed to help equip practitioners to identify their most important suppliers, and unlock value and reduce risk from them.

Based around the Positive Purchasing 'Orchestra of SRM[®]', including the 5A[™] Strategic Collaborative Relationship process (customizable to your own process), our advanced Supplier Relationship Management training course will enable you to identify those suppliers who are important and why, and equip you with the tools and approaches to determine and effect the right interventions with the right suppliers.

Course Content

Introduction to Supplier Relationship Management and segmenting the supply base

- The buyer/supplier relationship
- Introduction to SRM
- Why we need an approach for key suppliers and the value possible from a well-managed relationship
- Supplier segmentation and what makes some suppliers important or strategic

Measuring the supplier and driving improvement

- The seller's perspective and agenda
- Supplier Performance Measurement and developing KPIs
- The STPDR process for driving supplier improvements

Managing the supplier

- Contract management
- Supplier intervention mapping
- Managing supplier risk

- Managing for results and managing relationships with suppliers (business-wide) and supplier interface mapping

Dealing with dispute and conflict resolution

- Dealing with dispute and conflict resolution
- Supply chain management and supply chain mapping
- Supplier reviews

Strategic collaborative relationships

- Determining the right relationship
- Creating joint working and collaboration
- Strategic relationships and how to manage them

Securing innovation and developing a Supplier Relationship Management strategy

- Securing innovation from the supply base
- Developing an SRM strategy
- Governance for SRM

Learning Objectives

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

- Describe what makes some suppliers more important than others
- Segment a supply base and identify important and strategic suppliers
- Describe the different approaches and types of intervention for important suppliers
- Apply a series of approaches to better manage a supplier
- Identify and drive in the appropriate relationship with important and strategic suppliers
- Apply simple contract management principles
- Conduct a supplier review meeting
- Manage supplier performance and deal with issues or the need for improvement
- Develop joint working approaches for strategic relationships to collaborate on key initiatives
- To identify how a strategic supplier can help drive business growth or create competitive advantage



SUPPLIER RELATIONSHIP MANAGEMENT



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

Supplier Segmentation and Governance Workshops

A facilitated series of workshops designed specifically for your organization to segment the supply base and determine which suppliers are important. Then, based upon what makes them important, determine prioritized interventions to unlock optimum value and innovation, and reduce risk from these key suppliers. The workshops provide a guided journey to structuring Supplier Relationship Management and creating a new strategic roadmap for the short to medium term for the suppliers you will manage the closest.

Supplier Segmentation

Run with up to 16 of your most senior or experienced individuals who are analyzing spend data and supplier data, together with knowledge of what the company is trying to achieve. Initially, the workshop takes the team through a carefully facilitated process that applies a series of 'passes' to determine the important suppliers from different perspectives. Using our segmentation and supplier intervention mapping, important suppliers are systematically evaluated, then classified or 'tiered' to determine the types of intervention that are required for each. You will then create a prioritized roadmap for supplier projects for the next 18 months.

Determining and putting in place governance

Run with those in leadership positions or your most senior staff, work through the different dimensions of the governance required to enable and make Supplier Relationship Management a success using our 5P approach. This workshop enables you to develop the primary outputs and arrangements needed to implement Supplier Relationship Management including a full roadmap for the next 18 months.

Workshop Content

Multi-workshop program to cover the following core working sessions:

- Clarification of business mission, aims and objectives and how these translate to what the organization wants and needs from its supply base
- Supplier segmentation to determine important and strategic suppliers with multiple passes to ensure all are identified
- Classification or tiering of suppliers
- Supplier intervention mapping
- Determination and prioritization of supplier projects for short to medium term
- Determination of governance required for success
- Determination of short/medium term roadmap

Workshop Objectives and Deliverables

By the end of this workshop, key outputs will be:

- Segmented supply base (who is important and why)
- Prioritized program of supplier interventions or projects for short to medium term
- Governance set up and program plan

NEGOTIATION

Introduction Red Sheet® Nano Course



ONLINE TRAINING

2 x 3.5 Hours



CLASSROOM TRAINING

1 Day

This course is based around the Red Sheet Nano planning tool for simple or individual negotiations, providing delegates with the confidence and capability to negotiate with ease. You'll learn the fundamentals of negotiation, including developing a list of negotiables®, determining your negotiation power and developing a simple concession strategy and plan.

We will equip you with some basic tools and approaches to help you secure better outcomes by being more in control of your negotiation. The different sources of power in negotiation are explored along with a simple tool to assess and plan for the balance of power between parties. We explore some of the tactics and techniques that can help in a negotiation, with some simple role play exercises so delegates can put into practice what they have learned in a safe environment. This introductory course helps those who are learning to negotiate begin to develop their skills, with a solid approach to follow.

Course Content

Introduction to negotiation

- Introduction to negotiation
- Determine what type of negotiation we need
- Assessing what scope we have to negotiate
- Match your negotiation approach to the situation, objectives and type of relationship required
- Planning the negotiation event using Red Sheet Nano
- Determining our negotiation power balance and how to influence it
- Negotiating remotely

Planning for a successful negotiation outcome

- Determining our MDO/LDO and BATNA
- Building a concession strategy
- Winning tactics and techniques
- Simple roleplay exercises
- Developing our list of negotiables®

Learning Objectives

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

- Describe different types of negotiation
- Assess what scope there is to negotiate for a given situation
- Structure, plan and execute simple negotiations using the Red Sheet Nano
- Determine and change the balance of power in a negotiation
- Determine requirements and outcomes and develop a concession strategy
- Apply a selection of tactics and techniques to help secure outcomes

NEGOTIATION

Red Sheet® Lite Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

This course is based around the Red Sheet Lite negotiation planning tool for everyday professional or one-on-one negotiations, helping delegates build the confidence and capability to negotiate with ease. You'll be taken through the fundamentals of negotiation, including determining the requirements and developing a concession strategy.

The different sources of power in negotiation are explored and delegates learn how to structure and plan for the negotiation meeting, including setting target outcomes and planning the sequence of interactions needed to secure the required outcome. You'll witness first-hand, winning negotiation approaches and the course culminates in a simple team-based role play with immediate feedback, so delegates can put what they have learned into practice in a safe environment.

Course Content

Introduction to negotiation

- Introduction to negotiation and the different types of negotiation
- Match your negotiation approach to the situation, objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders

Concession strategy and maximizing power

- Building a concession strategy
- Power balance and how to influence it

Planning and managing the negotiation event

- Planning the negotiation event
- Managing the negotiation event
- Winning tactics for all stages of negotiation
- Body language – how to read your opponent, how not to give the game away
- Using AI to gain an advantage

Winning tactics and practical exercise

- Winning tactics and techniques
- Team role play and feedback

Learning Objectives

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

- Describe and determine what types of negotiation to use
- Structure, plan and execute simple negotiations
- Determine and change the balance of power in a negotiation
- Determine requirements and outcomes and develop a concession strategy
- Begin to apply techniques around body language and verbal language to a negotiation
- Apply a selection of tactics and techniques to help secure outcomes

NEGOTIATION

Intensive Red Sheet® Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

This course is based around the full Red Sheet process and includes most of the content delivered on the Advanced course, but with a shorter roleplay negotiation. You will learn winning approaches for negotiation planning and build the confidence and capability to take on moderate to advanced negotiations.

It includes a personality module and the option of an individual psychometric assessment to evaluate personal negotiation style, plus a module on negotiating across cultures. Take away the tactics, techniques and behaviours required for negotiation success. During the highly interactive sessions, you'll witness winning approaches first hand, and get to put these into practice in a simple team-based roleplay at the end of the course, with immediate feedback.

Course Content

Introduction to negotiation

- Introduction to negotiation and the different types of negotiation
- Matching negotiation approach to the situation, objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders
- Negotiating across cultures

Maximizing power and adapting for personality

- Negotiator personality and adapting behaviour for the negotiation
- Assessing the other party
- Power balance and how to influence it
- Using game theory to structure the negotiation approach
- Using AI to gain an advantage

Building a concession strategy, planning and managing the event

- Building a concession strategy
- Planning the negotiation event
- Managing the negotiation event
- Winning tactics for all stages of negotiation
- Negotiating remotely for success

Making it a success, team role play and feedback

- Body language - how to read your opponent, how not to give the game away
- Team role play
- Post-negotiation reviews and lessons learned

Learning Objectives

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

- Describe and determine what types of negotiation to use
- Structure, plan and execute complex negotiations
- Adapt negotiation for culture
- Match individual personality to the negotiation and adapt behaviour
- Determine and change the balance of power and the game being played in a negotiation
- Determine requirements and outcomes and develop a concession strategy
- Begin to apply techniques around body language to a negotiation
- Apply a selection of tactics and techniques to help secure outcomes
- Conduct a post-negotiation review

NEGOTIATION

Advanced Red Sheet® Course



ONLINE TRAINING

6 x 3.5 Hours



CLASSROOM TRAINING

3 Days

This course is based around the full Red Sheet process and helps prepare and equip you with the theory, tactics and practical experience of negotiation for outstanding results. You'll explore in-depth, all aspects of negotiation and negotiation planning and take away winning approaches to help you build the confidence and capability to take on any negotiation.

Learn how to stay in control of the negotiation process and have confidence in your approach, no matter the scenario. Negotiation tactics and techniques are covered in depth, as well as body language and verbal language. The course culminates in a full team-based role play negotiation where you can put learning into practice.

Course Content

Introduction to negotiation

- Introduction to negotiation and the different types of negotiation
- Match your negotiation approach to the situation, your objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders to support a negotiation
- Tactics to open and explore

Culture and personality - how to adapt the negotiation approach

- Negotiating across cultures
- Negotiator personality and adapting behaviour for the negotiation
- Assessing the other party

Power in negotiation

- Negotiating remotely
- Power balance and how to influence it
- Using game theory to structure the negotiation approach
- Using AI to gain an advantage

Planning for a winning outcome

- Building a concession strategy
- Planning the negotiation event
- Managing the negotiation event
- Tactics to bargain and deal
- Dirty tactics and countermeasures

Body and verbal language

- Body language – how to read your opponent, how not to give the game away
- Use of verbal language – challenging non-specific language and using it to your advantage

Negotiation role play

- 2 x team negotiations (video recorded and supplied to delegates post workshop)
- Team negotiation feedback
- Post-negotiation reviews and lessons learned

Learning Objectives

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

- Describe different types of negotiation
- Structure, plan and execute complex negotiations
- Adapt negotiation for culture
- Match individual personality to the negotiation and adapt behaviour
- Determine and change the balance of power and the game being played in a negotiation
- Determine requirements and outcomes and

develop a concession strategy

- Begin to apply techniques around body language and verbal language to a negotiation
- Apply a selection of tactics and techniques to help secure outcomes
- Conduct a post-negotiation review



NEGOTIATION

Advanced+ Red Sheet® Course



6 x 3.5 Hours



3 Days

A 'next stage' course for those already trained in Red Sheet to an advanced level. This specialist course takes learning and developing in negotiation to the next level and equips negotiators with some exceptional practical skills to secure outstanding results.

The course is built around Neuro-Linguistic Programming (NLP) principles and practice and, using individual and small group practical activities, equips you with some very powerful skills designed to secure the outcomes you need and realize your full potential for negotiation, without your opponent understanding how you did it.

It will give you great confidence in your approach and put you in complete control of the event, equipping you with some very practical approaches to ensure you don't leave money on the table in future negotiations. To ensure the learning is high-impact, we limit numbers to only small groups of 12 maximum.

Course Content

Reflection of negotiation so far

- Recap on the Red Sheet approach
- Reflection on negotiation experience so far

One-on-one negotiations

- One-on-one negotiations with facilitators/actors
- Personal feedback

Mastering how we 'connect' with our opponent

- Building rapport – the importance of rapport and how to create and maintain it during a negotiation
- Representation systems – how people represent their reality
- Communication systems – how people communicate and want to be communicated to

The art of letting them have it your way

- Chunking – Negotiating around what people really want, not what they think they want and understanding others' motivations

- Personal strategies – Identifying the personal strategy of the opponent. Use of 'pattern interrupt' to reset the negotiation process

- Goal setting – Using well-formed outcomes to set goals for negotiation outcomes

- Anchoring – Getting into the optimum state for the negotiation and using anchoring to influence the state of others

Advanced language and body language

- Language patterns – Clarifying non-specific language to understand other people's positions accurately and using non-specific language and metaphors to influence outcomes

- Advanced body language

Advanced structuring winning negotiations

- Making team-based negotiations really work
- Advanced use of AI to support negotiation planning
- Planning and structuring advanced negotiations
- Small group role play

Learning Objectives

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

- Identify how an opponent 'represents their reality' and how they communicate (and like to be communicated to)
- Identify what an opponent really wants, not what they say they want, and their personal motivators
- Identify the negotiation strategy others are using and apply 'pattern interrupt' to reset the negotiation process
- Use effective goal setting to secure desired negotiation outcomes
- Apply anchoring techniques to get oneself into the optimum state for negotiation and influence others' state during the negotiation
- Use non-specific language to influence outcomes and establish an opponent's position
- Apply a range of specific tactics and techniques to maximize outcomes
- Plan, structure and lead individual and group negotiations
- Align a supporting team to ensure they work in concert during the negotiation
- Use advanced body language techniques to read the opponent and influence them

BUYER'S TOOLKIT

Introduction Course



ONLINE TRAINING

2 x 3.5 Hours



CLASSROOM TRAINING

1 Day

This course is aimed at anyone who wants to learn how to buy more effectively. It's 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.

Course Content

Introduction to effective buying

- Introduction to buying
- The 5D Power Buying® process
- Defining our buying objectives and the needs and wants
- Determining our buying power using the power check test and getting behind price

Developing and delivering a winning buying plan

- Determining how to boost our power
- Understanding the supply base and our position in the market
- Developing a Power Buying Plan
- Introduction to negotiation and the basic negotiation toolkit
- How to manage suppliers and check performance

Learning Objectives

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

- Navigate the end-to-end 5D Power Buying Process
- Describe the basic principles of buying
- Describe the different ways suppliers can 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
- Describe the different ways to manage a supplier based on their importance
- Conduct simple negotiations
- Buy more effectively

BUYER'S TOOLKIT

'Proficient Buyer' Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

This course is aimed at individuals or those in companies who buy or want to learn how to buy more effectively. 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.

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 throughout the entire business.

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

SUSTAINABLE PROCUREMENT

Awareness Course



ONLINE TRAINING

1 x 3.5 Hours



CLASSROOM TRAINING

0.5 Day

An introductory Sustainable Procurement awareness course aimed to provide an overview of what Sustainable Procurement is and why it is increasingly essential for organizations to be doing it well.

This course will help you develop an understanding of the need for, and basic principles and approaches of, Sustainable Procurement. It provides an awareness of sustainability, why it is a key consideration for today's businesses, and includes an exploration of what Sustainable Procurement is, the challenges in implementing it and some key considerations and approaches required to make it happen.

Course Content

Introduction to Sustainability

- Why we need sustainability and the business case for action
- Introduction to Sustainable Procurement
- Prioritizing our efforts and deciding on the areas to focus on
- Driving sustainability in what we buy, who we buy from and in our supply chains
- Adapting existing strategic approaches and embedding sustainability – how to mobilize and support projects

Learning Objectives

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

- Describe what sustainability is, the business case, and the imperative for action
- Describe what Sustainable Procurement is and how it aligns to corporate objectives
- Support procurement teams to identify and implement Sustainable Procurement projects
- Describe the fundamental considerations for driving Sustainable Procurement in terms of what we buy, who we buy from, and our supply chains

SUSTAINABLE PROCUREMENT

Advanced Course



6 x 3.5 Hours

3 Days

An advanced Sustainable Procurement course that covers all aspects of sustainability and Sustainable Procurement, providing practical resources to implement Sustainable Procurement within an organization.

This course enables and fully equips your practitioners to establish and implement Sustainable Procurement. It is designed so those attending can enhance and embed Sustainable Procurement approaches within existing procurement practices. The course also provides a solid introduction to the world of sustainability, why we need it, the business case for it, and the frameworks organizations are adopting. It provides an in-depth exploration of Sustainable Procurement and what is necessary to make it happen within an organization.

Course Content

Situation Planet Earth

- Situation Planet Earth - why the world needs sustainability: the six impact areas
- Introduction to sustainability and Corporate Social Responsibility
- The business case for sustainability
- Sustainability frameworks for improvement

Where do I start?

- Introduction to Sustainable Procurement process
- Setting the direction for Sustainable Procurement (strategy, goals and targets)
- Translating goals to areas of focus
- Mobilizing a Sustainable Procurement program
- Managing sustainability project communications to maximize success

Assessing the supply base

- Assessing the full supply base - what we buy, who we buy from and our supply chains
- Impact assessment and Hot Spot Analysis
- Using AI to provide insight and drive sustainability
- Sustainability risk assessment
- Sustainability as an opportunity to create new value
- Making all our procurement projects sustainable

- Data gathering, analysis, and building a fact-based sustainability program plan

Making what we buy sustainable

- Determining sustainability business requirements for a category
- Sustainability value engineering
- Using Category Management
- Implementing sustainable category and product strategies

Making who we buy from sustainable

- Determining sustainability relationship requirements
- Assessing supplier impacts
- Supplier audit and assessment
- Driving supplier sustainability improvement programs
- Link to Supplier Relationship Management

Driving sustainability in our supply chains

- Supply and Value Chain Network (SVCN) mapping
- Approaches to fully understand a SVCN
- Prioritizing supply chain action and how to drive improvements up the supply chain
- Making Sustainable Procurement part of what we do

Learning Objectives

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

- Describe what sustainability is and the imperative for action
- Describe what Sustainable Procurement is and how it aligns to corporate objectives
- Develop a business case and internal proposal for a Sustainable Procurement project
- Describe the different frameworks for sustainability and the importance of relevance and significance
- Incorporate sustainability within procurement, Category Management, or Supplier Relationship Management projects
- Mobilize and manage Sustainable Procurement projects
- Conduct a sustainability risk and impact assessment for an area of spend, supplier or supply chain
- Determine sustainability business requirements and develop a sustainability roadmap for a category
- Develop sustainability requirements for a supplier relationship
- Describe the approach for audit and assessment of a supplier for sustainability
- Develop a supplier sustainability improvement program
- Conduct supply and value network mapping to assess sustainability impacts and determine an improvement plan



FINANCE FOR PROCUREMENT PROFESSIONALS

Introduction Course



ONLINE TRAINING

2 x 3.5 Hours



CLASSROOM TRAINING

1 Day

This introductory course will provide a working knowledge of accounting and finance, specifically aimed at how to evaluate and understand a given supplier at a point in time, as well as providing a basis to manage risk or make key decisions.

This course will help delegates understand key statements such as profit and loss, balance sheet and cash flow. Gaining an introduction to accounting and finance is a key skill for anyone working with important suppliers, and provides a sound basis for supplier qualification and risk management.

Course Content

Introduction to finance and understanding the supplier's position

- Introduction to accounting and finance
- Understanding the supplier's position
- Introduction to the building blocks of financial information
- Key financial statements including Profit and Loss, Balance Statement and Cash Flow Statement

Application of financial information

- Analysis of a supplier using ratios and key metrics
- Identify key supplier financial information
- Financial reporting supporting company decision-making
- Insights into supplier costs
- Understand the structure of different payment terms
- Insights into supplier costs
- Getting the full picture of a supplier's capability

Learning Objectives

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

- Describe how financial systems and reporting helps the decision-making and running of an organization
- Understand a supplier's financial position, both overall, and for specific products/services, in effective procurement practice
- Describe the different ways procurement teams can understand the suppliers' position and the associated difficulties
- Interpret key financial statements including Profit and Loss, Balance Sheet, Funds Flow/Cash Flow
- Perform basic analysis of supplier financial information using key ratios and metrics
- Describe and utilize ways to obtain key supplier financial information

FINANCE FOR PROCUREMENT PROFESSIONALS

Intensive Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

This intensive course will provide a good level of knowledge and ability of accounting and finance, providing the ability to evaluate and understand a given supplier, interrogate what is presented, and use this as a basis to make key decisions or manage risk.

The course provides an intermediate level of learning into accounting and finance, covering how to understand and interrogate key financial statements such as a profit and loss, balance sheet and cash flow. It covers key ratios and how to test what is being presented to gain insight. It includes practical case studies to apply learning in a real context.

Course Content

Introduction to finance and understanding the supplier's position

- Introduction to finance
- Financial reporting supporting company decision-making
- Key financial statements including Profit and Loss, Balance Statement and Cash Flow Statement

Application of financial information

- Analysis of a supplier using ratios and key metrics
- Identify key supplier financial information
- Understanding the supplier's position

How supplier's cost and sales information informs us

- Supplier costs and 'should cost' modelling
- Using sales and purchase data to help health check the supplier

- Researching and obtaining key supplier financial information

Supplier financial management planning and sources of capital

- Management information useful for a procurement team to aid decision-making
- Principles of financial and management accounting, including reporting, budgeting, and decision-making
- Supplier's sources to raise capital and other investments
- Developing a supplier management plan using financial due diligence

Learning Objectives

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

- Describe how financial systems and reporting helps the decision-making and running of an organization
- Understand a supplier's financial position, both overall, and for specific products/services, in effective procurement practice
- Describe the different ways procurement teams can understand the suppliers' position and the associated difficulties
- Interpret the three key financial statements: Profit and Loss, Balance Sheet and Cash Flow Statement
- Understand how a Profit and Loss account works and what they can tell us about a business
- Learn the anatomy of a balance sheet and the role of working capital management
- Understand the importance of cash flow and identifying risk in a business
- Perform basic analysis of supplier financial information using key ratios and metrics
- Describe and utilize ways to obtain key supplier financial information
- Understand the principles of financial and management accounting. Including reporting, budgeting and decision-making.
- Explore what can be derived from sales and purchase data to help health check the supplier
- Identify the management information useful for a procurement team to aid decision making
- Understand supplier costs and 'should cost' modelling
- Categorize suppliers with appropriate financial due diligence to develop a supplier management plan
- Understand and identify supplier's sources to raise capital and other investments

EFFECTIVE LEADERSHIP & MANAGEMENT

Interactive Training Course



ONLINE TRAINING

6 x 3.5 Hours



CLASSROOM TRAINING

3 Days

Our leadership development program is designed for those in management and leadership positions, or those on a development path to such positions. They are inspirational and combine a broad range of training on leadership topics as well as a series of interactive group work exercise, case studies, videos and facilitated debate.

This interactive course will bolster personal and organizational capability and help you build better teams that can achieve the goals and outcomes you need. It involves sessions designed to increase the understanding of one's self as well as how to interact in a team environment. A range of personal and leadership tools in conjunction with analytical techniques are explored to better equip individuals for the workplace. We offer standard leadership development courses or we can develop a custom course to meet specific development objectives, combined with a teambuilding element.

Course Content

Understanding effective leadership and management

- Introduction to leadership and management
- Attributes of an effective leader
- Leadership behaviours and types of leaders
- What leaders do and don't do

Leading teams

- Leading teams and team dynamics
- Personal team roles
- Personal role anchors
- Communication - in teams and as a leader
- Leadership, power and sources of authority – leading where there is no direct authority

Influencing and coaching

- Influencing skills
- Coaching skills
- Body language
- Inspirational leadership - motivating people to excel
- Personality assessment (various tools available)

Maximizing our potential

- How I see the world, how others see it – NLP perceptual positions
- Personal energy levels and how to maximize your output
- Time management and personal planning
- Stress and managing stress
- Optimizing how we use AI

Skills for effective leadership

- Managing upwards
- Leadership communication
- Conflict management and resolution
- Problem solving
- Executive leadership

Presentation and facilitation

- Presentation skills
- Facilitation skills
- Managing personal career development

Learning Objectives

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

- Describe the role of the leader
- Lead and manage direct reports more effectively
- Manage self and personal ambition more effectively
- Interact, communicate and facilitate meetings more effectively
- Describe aspects of their personality that shape how they behave
- Develop a personal development and career plan
- Better solve problems and manage conflict

PERSONAL EFFECTIVENESS

Interactive Training Course



ONLINE TRAINING

4 x 3.5 Hours



CLASSROOM TRAINING

2 Days

Our personal effectiveness program is designed to help individuals realize their personal and professional ambition and increase their contribution to the business. Courses are inspirational and combine a broad range of training across a variety of topics, as well as a series of interactive group work exercise, case studies, videos and facilitated debate. Sessions are designed to increase the understanding of one's self and how to interact in a team environment. A range of personal and leadership tools and analytical techniques are explored which, when combined, will help to better equip individuals for the workplace.

The course places an emphasis on learning by doing, with a series of exercises and games to illustrate key concepts. Personality and team interaction assessments are also included to help delegates understand more about themselves and how they interact in a team. Take away a range of tools to help in a vast range of business scenarios whilst increasing confidence and effectiveness.

Course Content

Understanding me

- Who am I – What do I need to be successful...in work, in life?
- The importance of self esteem
- How I see the world and how others see it – NLP perceptual positions
- Influencing skills

Achieving personal excellence

- Personal communication and use of language patterns
- Effective goal and target setting
- Stress management
- Personal energy and wellbeing

Effective communication and interaction

- Reading the other person – NLP, Visual, Auditory and Kinesthetic, and Body language
- Effective communications skills
- 'Facilitating a group' skills
- Conflict resolution and dealing with difficult people

Boosting my personal effectiveness

- Getting things done and good time management
- Leading or being part of a team
- Using AI to be more effective
- Team building exercise, either in-person or online with virtual teams
- Personal planning

Learning Objectives

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

- Be more effective at whatever they do
- Construct communications and interactions based on the others position and thinking
- Use language more effectively to achieve specific outcomes
- Manage personal wellbeing more effectively
- Deploy a structured approach to run and facilitate meetings
- Resolve conflict
- Set goals and manage actions to realize them
- Describe aspects of own personality that shape behaviour

HOW TO GET GOING ON A DIGITAL PROCUREMENT STRATEGY



ONLINE TRAINING

1 x 3.5 Hours

Digital Strategy 1: Facilitated Workshop

An intensive workshop designed to start you on your digital procurement journey, addressing the question 'why digital?' and considering the wider organizational factors that determine success. The workshop can be completed on its own or as a pre-requisite for the 'How to build your procurement digital strategy' intensive course. It's perfect for any practitioner who is involved in the direction setting of procurement capability improvement initiatives.

During this facilitated workshop we will explore what Procurement is here to deliver; the things standing in the way of this and a desired future state. We will determine the scope of change needed by exploring what needs to be true for digital to deliver successful outcomes, and compare this with your current state. Finally, we will build a case for digital to prioritize the things that need to be addressed to either solve a problem, or develop game changing capability where it matters.

Workshop Content

- Orientation around the organizational benefits that digital can bring, and exploration of what this could mean for procurement against the backdrop of what procurement is here to deliver
- Common pitfalls when considering digital and how to avoid these
- Overview of the process to build a digital procurement strategy
- Making AI part of our digital strategy
- How to build the case for digital in Procurement: the questions to ask to determine what we need and want digital to do for us
- Creating the conditions for a successful digital strategy implementation including:
 - > Getting data right
 - > Digital organization requirements

Workshop Objectives and Deliverables

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

- Describe how digital will remove barriers to delivery and enable incremental value creation
- Understand the importance of data
- Describe your organizational current and 'to-be' levels of digital maturity, and how this will support value realization from digital
- Describe the key steps needed to build a digital procurement strategy

HOW TO BUILD YOUR PROCUREMENT DIGITAL STRATEGY



1 x 3.5 Hours

Digital Strategy 2: Intensive Course

An intensive course designed to cut through the technical jargon to focus on what is really needed from digital in order to make procurement teams fit for the future. Delegates will be equipped to deliver tangible business benefits in the face of current business challenges. Based around a robust 5-step process to build a digital procurement strategy, this course is perfect for any practitioner involved in the development and execution of digital procurement and capability transformation initiatives.

You'll be equipped with the tools and approaches needed to create a digital roadmap for your procurement function. This will focus on both addressing the things that are holding you back, and enabling you to develop game-changing capability where it matters. The course helps you consider the wider organizational factors that must be taken into account for digital to deliver successful outcomes. It also explores the technology landscape, providing a framework to help you decide which digital solutions and approaches are right for your organization and represent a best fit for your capability aspirations.

Pre-work required:

Completion of 'How to Get Going On a Digital Procurement Strategy' 3.5 hour workshop.

Course Content

Deep dive into a 5-step process to build your digital procurement strategy that covers:

- How to design evaluation criteria that enables you to select digital solutions that represent best value and fit to your digital requirements
- Is a "Best-of-breed" or "Suite plus" approach better?
- The continually evolving digital landscape: the market dynamics shaping it and the types of solutions available
- Building your business case to secure stakeholder support, budget and resources
- Reasons why digital strategies fail to deliver and what you can do to avoid this
- How to ensure that humans are at the heart of digital procurement change (and why this is important)
- Making sure that digital solutions continue to deliver, post-deployment

Learning Objectives


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

- Build and deploy a digital procurement strategy within the business
- Describe how digital will remove barriers to delivery and enable incremental value creation
- Understand the importance of data
- Build a digital roadmap
- Build a business case for digital
- Describe organizational current and 'to-be' levels of digital maturity and how this will support value realization from digital
- Describe the types of digital solutions available today




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