

Topic: Procurement/Purchasing

Course: **FUNDAMENTALS OF PURCHASING: INSIDE**

General information

◆ Aim of the course

To understand the "raison d'être" of Purchasing/ Procurement and delineate its main processes.

◆ Learning goals

- Understand the added value of Procurement
- Understand the role of a Buyer in the Procurement process
- Structure communication with stakeholders and translate needs into measurable objectives
- Write the functional specifications of the product / service being procured.

◆ Audience

- Procurement professionals looking to acquire a broader perspective on the function
- Strategic buyers,
- Newcomers to the profession any professional (Internal Business Partners) willing to understand Procurement and the relation with suppliers.

◆ Prerequisites

- A good command of English or French
- Have the necessary [technical equipment](#) to follow online courses.

◆ Learning mode & pedagogy

- 1) **Theoretical e-learning** through individual self-paced sessions. This first step has to be considered as the essential pre-work for:
- 2) Learning **application in online group classes**. Participants use actively their knowledge and put it into practice in workshops, role-plays, case studies, presentations and debates.

Theoretical learning content - Estim. duration: 5 hrs

6 e-modules:

1. The Rise of Procurement

4 trends in the development of procurement - Introducing procurement's Darwinian evolution - 100 years of procurement

2. Procurement Process Step

Needs definition & market analysis - Strategy & supplier selection - Negotiating & contract deployment

3. Procurement Organisation

Procurement strategy & organisation - Upstream & Downstream decision making in procurement - Purchasing vs. Procurement

4. Stakeholder Analysis

CRM - From CRM to IBP - The Buying Centre

5. Communicating with Stakeholders

How to communicate - Stakeholder positions

6. Functional Analysis

Product lifecycle - Functional analysis & specifications

Video & Readings:

- Buying centre analysis
- Untangling your organisation's decision making
- Disruptive procurement

Preparatory works:

Mini survey within Participants own organisation about the evolution & perception of procurement.



Dates of first & last classes / 2 sessions per language:

In **English**: from 11 March to 01 April 2025
from 02 to 23 September 2025

In **French**: from 27 January to 17 February 2025
from 01 to 22 September 2025

Programme of the trainer-led classes | 3,5 hrs x 4

I. Value Added & Organisations

- Introduction and recap on the e-Learning
- Lecture: Evolution of procurement & the various steps in the procurement process
- Role-play & discussion: What is/the importance of Procurement?
- Workshop: The purchasing process
- Discussion: Conclusion and recap of the topics

II. The Procurement Evolution and Process

- Workshop based on preparatory work: Darwinian evolution of procurement
- Workshop: Skills & tools you need to perform in procurement • Discussion & review of the topic

III. Stakeholders

- Introduction and recap of the e-learning
- Role-play: Gathering needs from requestors
- Lecture: Buying centre & Stakeholders management
- Workshop: Managing requirements
- Recap & conclusion

IV. Functional Analysis of Needs

- Introduction & recap: Different ways to gather needs
- Lecture: Functional analysis of needs, Kano matrix
- Workshops: case to build the functional requirements
- Individual quiz