

## Learning Objectives



To understand the “raison d’être” of Purchasing/Procurement and delineate its main processes.

- 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.

## General information



### 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.



### Modalities

Theoretical e-learning through individual selfpaced sessions. This first step has to be considered as the essential pre-work for.



Learning application in online group classes. Participants use actively their knowledge and put into practice in **workshops, role-plays**, case studies, presentations and debates.



### Graduation

Digital certificate of attendance

## Programme of the trainer-led classes



### 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.

## Self-learning



### 6 e-modules

- **The Rise of Procurement**  
4 trends in the development of procurement - Introducing procurement's Darwinian evolution - 100 years of procurement.
- **Procurement Process Step**  
Needs definition & market analysis - Strategy & supplier selection - Negotiating & contract deployment.
- **Procurement Organisation**  
Procurement strategy & organisation - Upstream & Downstream decision making in procurement - Purchasing vs. Procurement.
- **Stakeholder Analysis**  
CRM - From CRM to IBP - The Buying Centre.
- **Communicating with Stakeholders**  
How to communicate - Stakeholder positions.
- **Functional Analysis**  
Product lifecycle - Functional analysis & specifications.

## Reading & Video



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



- Disruptive procurement.



### Preparatory work

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