



## Procurement Essentials

Gain the knowledge and confidence to navigate the full procurement lifecycle and run effective procurement exercises on this introductory course.

This one-day Procurement Essentials training course is designed for those new to procurement or anyone seeking a deeper understanding of the function. It provides a holistic overview of the procurement lifecycle as well as practical insight into each of its stages.

Whether you want to demystify procurement jargon (RFP, RFI, etc.) or gain the confidence to run your own effective procurement exercises, the course is led by experienced procurement professionals who will answer your questions and share the essential knowledge you need.

Delegates will leave equipped to engage confidently and effectively with procurement colleagues.

### COURSE DURATION

1 day

### CPD

Equivalent to 7 hours

### COURSE PRICE

From £2195 + VAT

### IN-COMPANY TRAINING

[Check availability](#)

### CERTIFICATES

All delegates will receive a certificate on completion.

## Who should attend?

This one-day procurement training course is recommended for:

- non-procurement staff who need an understanding of the procurement function
- project managers and team members involved in a procurement activity
- new procurement professionals or those thinking about a career in the profession
- small business owners
- anyone interested in gaining basic knowledge of procurement

## Key topics

- Introduction to Procurement
- The Procurement Cycle
- Sourcing and Category Strategy
- Procuring/Tendering
- Contracting
- Supplier Management
- Procurement Roles and Responsibilities
- Operational Procurement (Systems, Processes, Policies and Governance)
- Sector and Operating Model Variances
- Procurement Tools
- Supplier/Buyer Segmentation
- Scorecards
- RAID logs
- Core Skills
- Impact and Influence
- Timekeeping
- Project Management
- Understanding Contract Law
- Negotiation
- Additional Procurement Skills
- Data Analysis
- Market Research

- Active Listening
- Developing Supplier Relationships and Conducting Review Meetings
- Developing Stakeholder Engagement
- Best Practice
- Sources of Insight

## Skills gained

Following the course, delegates will have a high-level understanding of end-to-end procurement, including processes, roles, activities, tools, relationships, and will be able to:

- understand the key terminologies used within procurement
- apply key procurement tools to make a difference within their role
- understand the importance of supplier management, for example, to ensure maximum value is received
- confidently engage with suppliers and stakeholders



All course attendees will receive a certificate of completion which demonstrates their new understanding of procurement.

The tutor was very very knowledgeable. He pulled information from you that you didn't know you had. He is by far the best tutor I have come across.

**MacTaggart Scott & Company Limited**

The tutor was amazing, very experienced, approach was clear, practical, and filled with real-world insights. I appreciated their patience and the way they would break down complex concepts into manageable steps.

**English Language Learning**

The instructor consciously tied in the theory to the applications that different delegates could relate to. He paid particular attention to our roles from our introductions, and applied these to the practical applications.

**Long O Donnell Technical Services Limited**

[Read our Contract Management training course reviews](#)

## Why train with Bywater?

Bywater is the leading independent provider of professional management systems training in the UK.

Our expert training offers practical understanding of how to realise the benefits and assess the success of implementing and operating successful management systems.

Bywater delegates know they can rely on proven training delivered by experts at times and locations to suit their needs.

**40 years** established

**100+** course titles

**15** UK locations

**1000+** courses annually

 Global Virtual Classroom

CQI & IRCA, ISEP, RSS and IOSH approved training provider.



CHECK AVAILABILITY

## Booking is easy

Simply select a course date and venue and fill in the online form. View our full range of courses at [www.bywater.co.uk](http://www.bywater.co.uk)

If you have any questions please call us on 0333 123 9001, use our online chat or email [contact@bywater.co.uk](mailto:contact@bywater.co.uk)

# Bywater