Joint Ventures · JV403

Procurement & Supply Chain Management

Duration	Category	Ref
1 Week	**Joint Ventures**	**JV403**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Procurement and Supply Chain Management play a critical role in ensuring the successful execution of projects and organisational operations. Effective procurement practices and efficient supply chain coordination contribute significantly to cost optimisation, operational efficiency, timely delivery of materials and services, and overall organisational performance.

This informative training programme provides participants with a comprehensive understanding of procurement processes, supply chain functions, vendor management, logistics coordination, inventory concepts, contract administration, and procurement best practices. The course focuses on enhancing participants' awareness of procurement and supply chain activities within project and operational environments while introducing key concepts, methodologies, and international practices used across industries.

The programme is designed to strengthen participants' understanding of procurement and supply chain systems and improve coordination between procurement, logistics, warehouse, and project functions.

Course Objectives

By the end of this course, participants will be able to:

- Understand the fundamentals of procurement and supply chain management
- Identify the key stages of the procurement lifecycle
- Understand supplier and vendor management processes
- Recognise the importance of logistics and inventory coordination
- Understand procurement planning and sourcing concepts
- Gain awareness of contract and commercial considerations
- Understand material tracking and supply chain coordination processes
- Recognise common procurement and supply chain risks
- Understand procurement reporting and documentation systems
- Identify best practices in procurement and supply chain operations

Organisational Impact

This course will help organisations to:

- Improve procurement and supply chain awareness among employees
- Enhance coordination between procurement, logistics, warehouse, and project teams
- Support more efficient procurement processes
- Improve supplier and vendor communication
- Strengthen material planning and inventory awareness
- Enhance understanding of procurement compliance and documentation
- Improve operational coordination and reporting
- Increase awareness of supply chain risks and mitigation measures
- Support timely delivery of materials and services
- Promote best practices in procurement and supply chain operations

Personal Impact

Participants will benefit by:

- Expanding professional knowledge of procurement and supply chain management
- Improving understanding of procurement procedures and terminology
- Enhancing coordination and communication skills
- Increasing awareness of logistics and inventory operations
- Understanding supplier management concepts
- Strengthening knowledge of procurement documentation and reporting
- Improving awareness of procurement-related risks and challenges
- Supporting career development in procurement and supply chain functions
- Enhancing confidence in project and operational environments
- Developing broader understanding of international procurement practices

Target Audience

This course is suitable for:

- Procurement Coordinators
- Supply Chain Personnel
- Material Coordinators
- Project Coordinators
- Procurement Engineers
- Logistics Personnel
- Warehouse Personnel
- Inventory Controllers
- Contract & Commercial Staff
- Project Support Staff
- Operations Personnel
- Supervisors and Team Leaders
- Personnel involved in procurement and supply chain activities

Course Outline

Day 1

Introduction to Procurement & Supply Chain Management

- Introduction to procurement management
- Overview of supply chain management concepts

- Procurement lifecycle overview
- Roles and responsibilities in procurement and supply chain functions
- Types of procurement and sourcing methods
- Procurement policies and procedures
- Introduction to procurement documentation

Day 2

Procurement Planning & Supplier Management

- Procurement planning concepts
- Material and service requirements
- Vendor and supplier selection processes
- Supplier evaluation and qualification
- Purchase requisitions and purchase orders
- Supplier communication and coordination
- Procurement ethics and compliance awareness

Day 3

Logistics, Inventory & Warehouse Management

- Introduction to logistics management
- Transportation and delivery coordination
- Inventory management concepts
- Warehouse operations overview
- Material receiving and storage procedures
- Stock control and inventory monitoring
- Material tracking and reporting systems

Day 4

Contract Management & Supply Chain Coordination

- Introduction to contract management
- Contractual terms and conditions overview
- Procurement-related commercial awareness
- Supply chain coordination processes
- Expediting and delivery follow-up
- Managing procurement delays and challenges
- Documentation and reporting practices

Day 5

Risk Management, Performance Monitoring & Best Practices

- Procurement and supply chain risks
- Risk identification and mitigation concepts
- Supplier performance monitoring
- Procurement reporting and KPI awareness
- Coordination between procurement and project teams
- Best practices in procurement and supply chain management
- Future trends in procurement and supply chain operations

Ask us for a date for this course

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