



Essentials of Purchasing

Research shows that between 60% and 80% of every pound earned passes straight through to suppliers. Often as little as 20% of this amount is managed by purchasing professionals. Purchasing is now part of every middle manager's and budget holder's job. Success arises from training. 'Essentials of Purchasing' focuses on the skills and behaviours required by buyers and those responsible for managing budgets.

The programme

This one-day programme is designed for people who are new to purchasing and those who find themselves responsible for purchasing activities, but have had no formal training in the area, this two day programmes aims to give participants a solid understanding of purchasing and the key skills and knowledge required. The programme covers:

- Contracting for goods and services
- Negotiation
- Sourcing and market analysis
- Supplier selection and development
- Procurement methods.

Who should attend?

- Those new to purchasing
- Budget holders
- Buyers who have little or no formal training
- Those responsible for managing suppliers

Benefits of Attending

Following this programme delegates will be able to:

- Recognise the key stages of the procurement cycle
- Understand how contracts are formed
- Analyse expenditure
- Identify priority areas for cost savings
- Assess and categorise risk
- Differentiate between different specification and contract strategies

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