

HYBRID TRAINING

16 & 17 March 2026 (Mon & Tue)



Remote Online Training (Zoom) &

**Dorsett Grand Subang Hotel,
Selangor (Physical)**

**** Choose either Zoom OR Physical Session**



HRD awards 2022

TRAINING PROVIDER



PROFESSIONAL PURCHASING SKILLS

14 hours ZOOM & PHYSICAL Program

OVERVIEW:

This 14 hours training program is designed to bring awareness, knowledge, and techniques to participants' in order to become an effective purchasing professional.

In this program, driven by a trainer with over 30 years experiences in supply chain and procurement management, participants will learn the key objectives of purchasing, skill and competency required to be a successful purchasing professional.

Key areas covered by this training related to purchasing management are role of purchasing and business challenges, strategic and tactical strategies of purchasing, and key skills required to be adopted in order to be a good and effective purchaser.

METHODOLOGY:

This training will involve the following area to enhance learning:

- Power point presentation
- Case studies & Brain storming session
- Discussion on subject of learning
- Facilitating by trainer to enhance understanding of subject matter
- Exercise to evaluate participants understanding

LEARNING OBJECTIVE/ OUTCOMES:

By the end of the 14 hours by interactive online session the learning curve achieved will enable the following:-

- **UNDERSTAND** the key role of purchasing
- **IDENTIFY** the key skills and competencies required in order to be an effective purchaser
- **DEVELOP** action plan to put in place when conducting purchasing function
- **UNDERSTAND** the key objective to be achieved in purchasing
- **UNDERSTAND** main task to be carried out to ensure successful execution of the purchasing process

WHO MUST ATTEND:

This training program is highly recommended for employees involved directly or indirectly in handling purchasing function in the company.

Module 1 – The Role of Purchasing

- Definition of Purchasing versus Procurement
- Role of Purchasing in Operational and Business challenges
- Key Objectives of Purchasing
- Cycle of Purchasing
- Definition of Purchasing versus Procurement
- Key Fundamental to Effective and Efficient Purchasing
- Role of Purchasing in a company business operation
- Definition of Strategic and Tactical
- The Ps , Qs and Rs of Procurement
- Strategic Role in Purchasing
- Tactical Role in Purchasing
- Supply chain ethical requirement

Module 2 – Problem solving skills

- Understand competitiveness model
- Problem solving method with 3 why and 1How
- SWOT analysis

Module 3 – Building Negotiation Skills

- Integrative Negotiation
- Distributive Negotiation
- Stages of Negotiation
- Deciding red lines in negotiation
- Knowing your opponent traits
- Traits of a good negotiator
- Bad Negotiator habits
- Mistakes made in Negotiation
- Body language in negotiation
- Clear planning of objectives and goals
- Understand when to walk away
- Managing Reject and counter offer
- Dealing with difficult negotiators
- WATNA strategies
- BATNA strategies
- Break out room discussion and role ply

Module 4 – Sourcing and Suppliers Selection Skills

- Type of sourcing
- Tendering process
- The Cs of Supplier selection
- Method of Cost Evaluation

Module 5 – Cost Saving and Prices Detailing Skills

- Cost Reduction versus Cost Avoidance
- Area of Cost Reduction and Cost Avoidance
- Key Factors to consider in Cost Reduction
- Opportunity cost in cost reduction activities
- ERRANT cost reduction and avoidance strategy
- Team setting for cost reduction
- EXCEL spreadsheet reporting on cost avoidance and reduction
- Break out room discussion

Module 6 – Supplier and Supplies Management techniques

- The principle of supplier management
- Supplier segmentation
- Supplies management key principles
- Proactive versus Reactive Management
- Understand key suppliers traits

Module 7 – 3rd Party Risk Management

- Definition of 3rd party risk management
- Cycle of 3rd party risk management
- Strategic Risk Assessment
- Operational Risk Assessment
- Case study

Module 8 – Conducting Audit and Type of Audits

- Key steps to effective audit
- Operational Audit
- Ethical Audit
- Environment and Safety Audit
- Effective Auditing

Module 9 – Inventory Management system

- Understand lead time and reorder level
- What is Safety stock
- Method of determining Safe stock level for inventory
- Kanban system

Module 10 –Understand Rule of Delivery

- Incoterms , purchasing people must know
- Sales of Good Act
- Contract principles
- Key Information in Purchase Order
- Flow of a Purchase order