



# Training Course



## Tendering, Procurement, and Negotiation Skills

### Description

This course provides essential skills in tendering, procurement, and negotiation. Participants will learn to manage procurement processes effectively, prepare competitive tenders, and negotiate favorable contracts.

### Objectives

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

- Understand the full tendering and procurement process.
- Prepare and evaluate tender documents effectively.
- Develop negotiation strategies for procurement success.
- Ensure compliance with procurement regulations and standards.
- Optimize procurement outcomes through effective negotiation.

### Who Should Attend?

- Procurement and supply chain professionals
- Contract managers and buyers
- Business owners and executives involved in procurement
- Anyone responsible for tendering and negotiation processes

### Course Outline

#### Day 1: Understanding Tendering and Procurement Processes

- Overview of procurement methods and tendering processes
- Key legal and ethical considerations in procurement

#### Day 2: Preparing and Managing Tenders

- Developing tender documents and specifications
- Evaluating bids and selecting suppliers

#### Day 3: Negotiation Skills for Procurement Professionals

- Principles of negotiation and conflict resolution
- Advanced techniques for negotiating procurement contracts

#### Day 4: Ensuring Compliance and Managing Risks

- Legal and regulatory compliance in tendering processes
- Identifying and mitigating procurement risks

#### Day 5: Optimizing Procurement Performance

- Best practices for continuous improvement in procurement
- Case studies on successful tendering and negotiation