



STRATEGIC SOURCING SPECIALIST TRAINING COURSES 2017



CATEGORY MANAGEMENT



SUPPLIER RELATIONSHIP
MANAGEMENT



NEGOTIATING SKILLS



CONTRACT MANAGEMENT

CONTENT

TRAINING AT GOSOURCING COURSES



INTRODUCTION TO
CATEGORY MANAGEMENT



ADVANCED CATEGORY
MANAGEMENT



SUPPLIER RELATIONSHIP
MANAGEMENT (SRM)



NEGOTIATING SKILLS



CONTRACT MANAGEMENT



WHAT WILL ATTENDEES GAIN?

If you're a procurement and supply chain professional, our range of training courses will equip you with essential skills and knowledge you can apply immediately in the workplace. Our practical approach will allow you to make a greater contribution to both the bottom line and the success of your company. You will also benefit from interacting with procurement and supply chain professionals from other companies, establishing a network of useful contacts. The comprehensive course notes and other information you will receive make a valuable reference source for you to take back to your workplace, and after completing each course you get a certificate of attendance signed by both the trainer and the course organiser. The certificate testifies to your professional development and will assist in your advancement.

TRAINING FORMAT

Our interactive training courses – formulated, researched and presented by GoSourcing trainers – combine lectures, syndicate work, exercises, case studies and question and answer sessions.



TRAINERS

Trainers are educated to degree level and possess professional qualifications in Procurement and Supply Chain Management. Importantly, they have held senior positions in major companies and have a wealth of practical experience in both Procurement and Supply Chain Management and training. Our trainers deliver training in an expert but engaging manner, clearly illustrating learning issues with real examples from their own experiences. Our training and handouts remains the property of GoSourcing and is provided on the basis that it is for use by those attending training events in the course of their work. Unless otherwise agreed, no electronic versions of the training materials are provided.

IN-COMPANY TRAINING

You can benefit from our standard course content or we can customise it to suit your company's specific requirements. All intellectual property in our training and handouts remains the property of GoSourcing and is provided on the basis that it is for use by those attending training events in the course of their work. Unless otherwise agreed, no electronic versions of the training materials are provided.



**RICHARD
REYNOLDS**

“Richard was a valuable contributor to our project delivery offerings here at WorleyParsons. His strategic insights were able to predict trends and changes impacting the industry's Supply Chain performance that time proved 'spot on' and hence placed the company well ahead of where it could have been.” - Marni Oaten, General Manager, Corporate Responsibility, WorleyParsons

“I have been impressed with Richard's knowledge of the whole Supply Chain and the Industries that he has worked in, both from an intellectual and practical point of view which is very rare. His vision, setting of goals and drive to take us towards World Class has been exemplary and he has delivered in line with his plan.”
- Graeme Ormiston, Supply Chain Management
- Business Manager, Jacobs

Your expert trainer is an award-winning Supply Chain Executive and Project Procurement and Strategic Sourcing Specialist. With over 35 years of experience working in oil and gas, mining and infrastructure projects, he has led cross-functional teams in project procurement throughout Europe, North America, Asia and the Middle East. He was Global Director of Contracts and Procurement for WorleyParsons, Vice President of Supply Management for Aker Kvaerner and a Supply Chain Consultant for the UK Oil and Gas Industry (LOGIC). He has extensive experience in procurement transformation projects; strategy, sourcing and category management; contracting, supplier and contractor qualification; supplier performance measurement; supplier relationship management; negotiation; supply chain risk identification, mitigation and management; procurement auditing, mentoring and leadership. He holds an MBA in Strategy and Strategic Procurement Management, an MSc in Supply Chain Management and is a Fellow of The Chartered Institute of Purchasing and Supply (CIPS).

- Named the CIPS Middle East Procurement and Supply Chain Management Professional of the Year (2014)
- Winner of the CIPS Middle East Award for Best Contribution to Corporate Responsibility (2014)
- Awarded the “Most Improved Purchasing Operation” Step Change™ (2013)



WorleyParsons
resources & energy

subsea 7

JACOBS



AKER KVÆRNER™

ch2m

Technip



COLIN
MCINTYRE

“Colin brought a number of benefits for CETCO, the main ones being a long overdue review of our procurement spending and putting strategies in place for the key, newly categorised commodities, to help leverage our buying power and help maintain margins in light of difficult market trading conditions.”

- Mark Graham, General Manager,
CETCO Energy Services

“Colin led by example, demonstrating strong leadership skills, along with exceptional supply chain knowledge. Colin always offered support and guidance to team members and was a pleasure to work with. Whilst working with Colin, one of his strong management skills was to develop and educate his team within their SCM roles.”

- Kathrine Ash, Supply Chain Manager,
JBS Group Scotland

Colin McIntyre is a Procurement and Supply Chain consultant who specialises in adding value through best practices. Beginning his career as an expeditor for a local supply and distribution company, He has specialised in the oil and gas industry for over 16 years and has worked his way up to procurement manager positions at Schlumberger and Saipem. He has successfully implemented supply chain strategies “which include centralisation of all procurement functions and optimisation of procure-to-pay processes” creating significant savings for the organisations for which he has worked. He is MCIPS qualified and has over 13 years experience teaching the CIPS Graduate Diploma to cross sections of industry in Aberdeen. Currently, he is pursuing an MBA in Energy Management at Aberdeen University.

- Average increase profit margin of 100% from cost reduction Procurement Consultancy assignments.
- Schlumberger North Sea highest savings achievement award 2009.
- Achievements recognised in international press, Financial Times.





FEE

For in-company training we charge based on a maximum of 20 attendees. Fees include trainers, travel, preparation, basic customisation and standard course handouts, but exclude venue and facilities hire, reasonable expenses and VAT/sales tax where applicable. Certain locations are subject to fees for additional travel time. Our course fee covers tuition, course materials, morning and afternoon refreshments and lunch, but does not cover hotel accommodation and other meals.

TERMS/CANCELLATION

All training is provided in accordance with GoSourcing's Terms and Conditions for Training Services, a copy of which can be found on our website.

REGISTRATION

Use any of the following methods:

- Telephone +6012 451 9174
- E-mail to info@gosourcing.com
- Register on-line using the form on our website at www.gosourcing.com



CATEGORY MANAGEMENT

You may have heard 'category management' discussed in the press and at industry events. But do you know what it means and how it can improve your business? Everybody's doing it... but what exactly is it that they're doing? And how does category management differ from what we have always done in procurement?

Category management can have a significant impact on the way you buy goods and services. In today's harsh economic climate, it is a concept every purchasing function should know about. When executed well, category management can improve value through reduced cost and risk, increased innovation, greater effectiveness and stronger competitive positioning, thus dramatically enhancing your company's bottom line.



INTRODUCTION TO CATEGORY MANAGEMENT

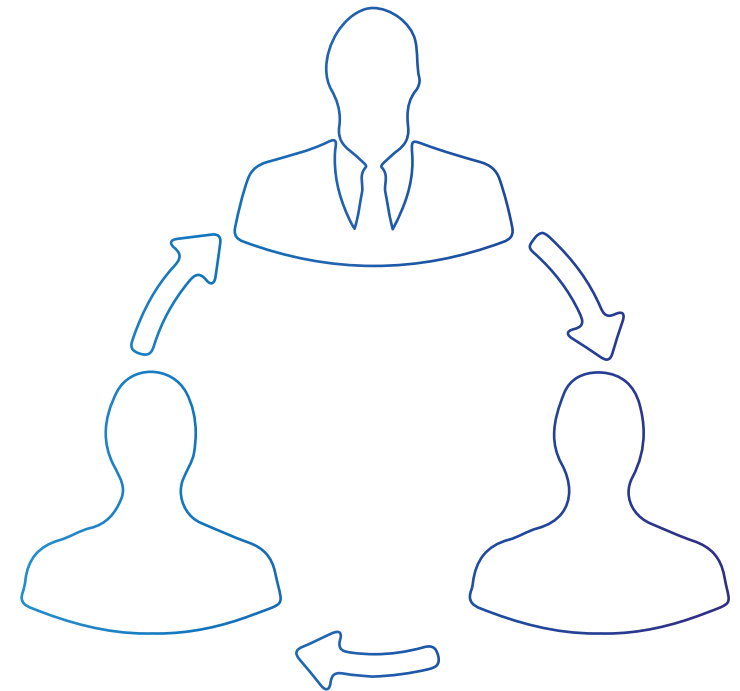
A ONE DAY NON-RESIDENTIAL COURSE

OBJECTIVE

This 1-day course aims to provide an introduction to the overall process and principles of Category Management aimed at both Purchasing staff and stakeholders covering the basics of category management, the key principles and includes some examples of how the process can be applied.

OUTCOMES

- Understand the concepts and scope of category management across the whole of the procurement/ contract management lifecycle;
- Define the roles associated with category management; understand the importance and benefits of category management for company success;
- Clarify the steps involved in effective category management; describe some of the main tools and techniques used;
- Understand the barriers to and enablers of effective category management.



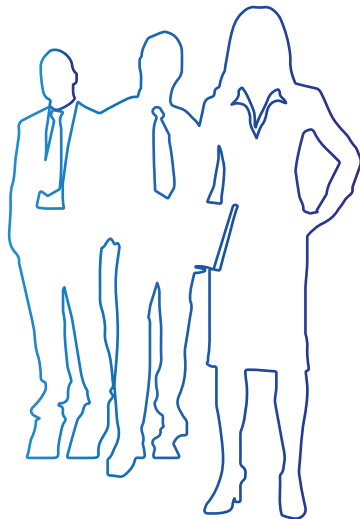
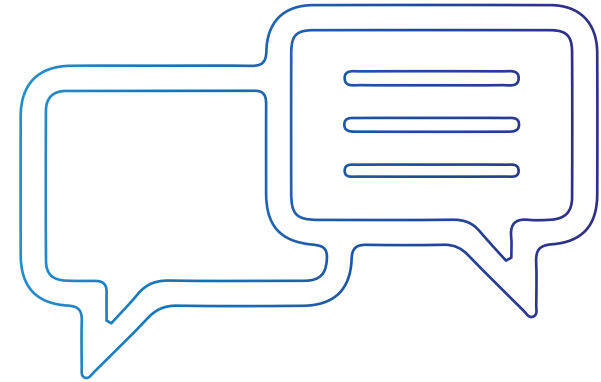


INTRODUCTION TO CATEGORY MANAGEMENT

A ONE DAY NON-RESIDENTIAL COURSE

KEY TOPICS

- Objectives and benefits of category management
- Roles and responsibilities in category management
- Category management and the contract lifecycle
- Key steps, tools and techniques of the category management process
- Barriers to and enablers of successful category management
- Building a category management workbook and strategy
- Case study



WHO SHOULD ATTEND?

- Procurement staff members who are relatively new to category management
- Functional managers responsible for supporting category management implementation (operations and procurement)
- Procurement and other internal stakeholders who would benefit from gaining insight into the category management process.



INTRODUCTION TO CATEGORY MANAGEMENT

A ONE DAY NON-RESIDENTIAL COURSE

SCHEDULE

Module 1 – *Category Fundamentals*

- The Case for Change
- What is Category Management?
- Foundations and Pillars of Category Management
- The Benefits of Category Management

Module 2 – *Category Strategy*

- Cost Management
- Demand Management
- Prioritizing Your Options
- Six Stage Process

Module 3 – *Category Plan Deployment*

- Category Workbook
- Key Considerations
- Sources of Value
- Key Elements

Module 4 – *Results Tracking and Reporting*

- Picking Metrics that Matter
- Verifying Impact
- Managing Contract Leakage
- Key Takeaways

FEE **MYR 2,949 / USD 699**

DATES **28-Jun / 27-Sep / 28-Nov 2017**



ADVANCED CATEGORY MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

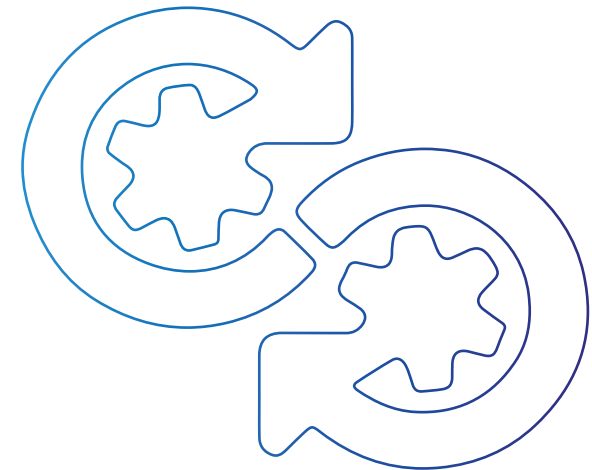
OBJECTIVE

This 2-day course is aimed at experienced or developing purchasing staff and key stakeholders embarking on a Category Management program. The participant is taking through a 6 stage Category Management process, covering the core principles and the main tools and techniques used during each phase of the process. It will enable the participant to deliver significant business benefits around reduced price and cost, reduced supply base risk and to unlock innovation and greater value for you're most important categories of spend.

OUTCOMES

After completing this course, you will be able to:

- describe category management and how it adds value;
- understand the key steps of the process and the tools to apply;
- establish a cross-functional team;
- define the business requirements;
- analyse a category;
- develop a strategy;
- deal with category implementation and manage challenges.



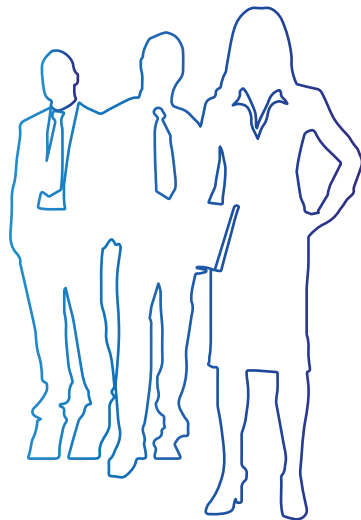


ADVANCED CATEGORY MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

KEY TOPICS

- Introduction to category management
- Establishing a cross-functional team
- Building a category management workbook
- Stakeholder mapping and communication planning
- Business requirements and prioritisation
- Quick wins and opportunity analysis
- Data gathering (internal, supplier and market)
- Price modeling and purchase price cost analysis
- Supply chain value mapping
- External environment analysis
- Portfolio analysis
- Supplier positioning
- Risk and contingency planning
- Contracting methodology and planning
- RFP/RFQ
- Planning the negotiation
- Managing the supplier relationship



WHO SHOULD ATTEND?

- Procurement staff and management involved in category management
- Commercial and procurement teams seeking to implement a more strategic approach to sourcing



ADVANCED CATEGORY MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 1 – Introduction

- The Business Case
- The Fundamentals
- The Benefits

Module 2 – Approach

- Six Stage Process
- Spend Analysis
- Category Prioritization
- Workbook Development

Module 3 – Initiate Process (Stage 1)

- Category Team & Alignment
- Stakeholder Analysis

Module 4 – Internal Profile (Stage 2)

- Tools and Techniques
- Category Definition
- Volume & Spend

FEE **MYR 5,749 / USD 1,399**

DATES **28-Jun / 27-Sep / 28-Nov 2017**



ADVANCED CATEGORY MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 5 – *External Profile (Stage 3)*

- Global Industry Dynamics
- Regional Industry Dynamics

Module 7 – *Category Strategy (Stage 5)*

- Objectives
- Supply-Demand Power Assessments
- Contracting Strategies

Module 6 – *Value Drivers Analysis (Stage 4)*

- KPI's
- Value Drivers

Module 8 – *Implementation (Stage 6)*

- The Enablers

FEE **MYR 5,749 / USD 1,399**

DATES **28-Jun / 27-Sep / 28-Nov 2017**



SUPPLIER RELATIONSHIP MANAGEMENT

Supplier relationship management (SRM) is undergoing a major transition. Gone are the days when it was enough simply to manage spending and get the best possible deals from your suppliers. In today's global economy it's easy to feel overwhelmed by all the factors you need to consider when choosing and managing a supplier. You need to understand the steps, tools and techniques involved in SRM and have the full support of all your key stakeholders. Companies focused on SRM lead their peers five to one in terms of value derived from their supply base.



SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

OBJECTIVE

This 3-day course introduces Supplier Relationship Management (SRM) to both experienced and developing purchasing staff, and also potentially to key stakeholders embarking on SRM. The course teaches participants how to identify key suppliers, and provides the tools and approaches needed to determine the right interventions with these suppliers. SRM can help to secure greater value, performance, effectiveness, innovation and security of supply, and can help reduce supply chain risk.





SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

OUTCOMES

After completing this course, you will be able to:

- understand the business need to gain additional value from suppliers;
- select the right suppliers through structured supplier segmentation;
- apply specific tools to develop and implement a supplier relationship strategy;
- establish the correct governance model for a supplier with clear roles and responsibilities;
- develop a plan to identify and deliver additional value from major suppliers;
- initiate supplier review meetings with the right attendees, agenda and frequency;
- establish effective supplier performance reviews and measure supplier KPIs.

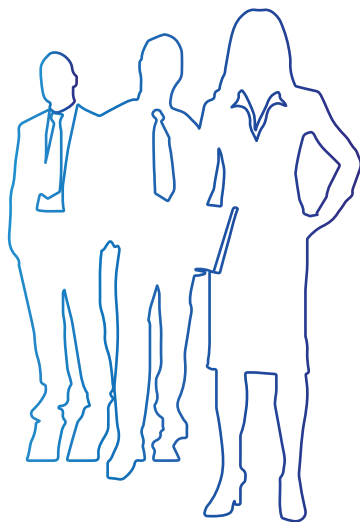
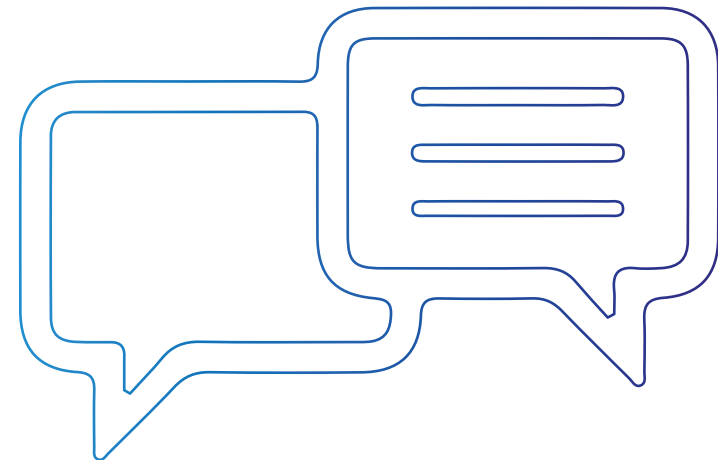


SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

KEY TOPICS

- Supplier segmentation
- Team structure
- Governance model
- Roles and responsibilities
- Relationship perceptions
- Contract management
- Relationship models
- Supplier performance measurement (SPM)
- Managing conflict



WHO SHOULD ATTEND?

- Procurement staff and people with responsibility for managing suppliers



SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 1 – *SRM Introduction*

- The business case for SRM
- What exactly is SRM?
- What are the benefits of SRM?
- SRM: a four stage process

Module 3 – *SRM Objectives*

- Objectives of SRM
- Supplier preference matrix
- Resources and interactions

Module 2 – *SRM Segmentation*

- Segmentation of categories
- Supplier classification
- Supplier relationship types
- Understanding your business needs

FEE MYR 7,349 / USD 1,799

DATES 28-Jun / 27-Sep / 28-Nov 2017



SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 4 – *SRM Activities*

- Major activities
- Activities per relationship type
- Supplier development plan

Module 6 – *SRM Best Practices*

- What does SRM mean to top performing companies?
- Case studies

Module 5 – *SRM Measurement*

- SRM processes
- SRM stages of excellence
- SRM framework and Key Performance Indicators
- Customer and supplier satisfaction measurement

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DATES **28-Jun / 27-Sep / 28-Nov 2017**



SUPPLIER RELATIONSHIP MANAGEMENT (SRM)

A THREE-DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 3

Module 7 – Collaboration and Partnering

- Privileged position
- Customer of choice
- Sourcing innovation

Module 9 – SRM Implementation

- The journey
- The plan

Module 8 – SRM Infrastructure

- SRM organization structure
- Job profiles – roles and responsibilities
- Training needs analysis

FEE **MYR 7,349 / USD 1,799**

DATES **28-Jun / 27-Sep / 28-Nov 2017**



NEGOTIATION

Although people often think of boardrooms, suits, and million dollar deals when they hear the word negotiation, the truth is that we negotiate all the time. Through this course you will be able to understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating.

NEGOTIATION





NEGOTIATION SKILLS

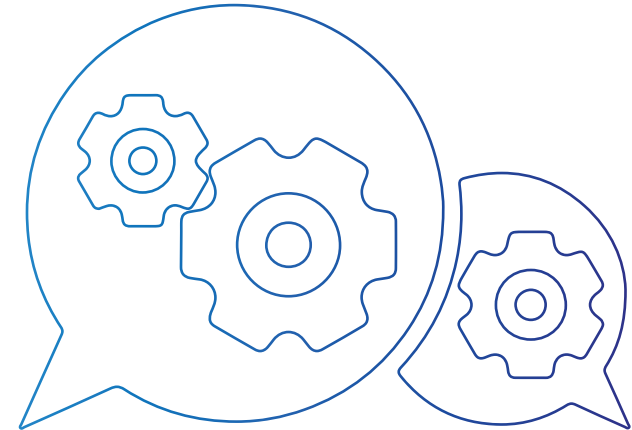
A TWO DAY NON-RESIDENTIAL COURSE

OBJECTIVE

The Negotiation Skills course will give you a sense of understanding your opponent and have the confidence to not settle for less than you feel is fair. You will learn that an atmosphere of respect is essential, as uneven negotiation could lead to problems in the future.

WHO SHOULD ATTEND?

- Procurement staff members who are involved in negotiations





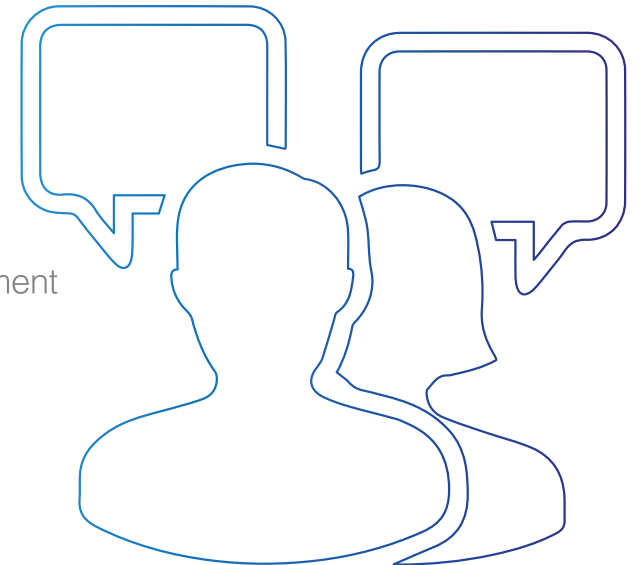
NEGOTIATION SKILLS

A TWO DAY NON-RESIDENTIAL COURSE

OUTCOMES

After completing this course, you will be able to:

- Understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating
- Understand and apply basic negotiating concepts: WATNA, BATNA, WAP, and ZOPA
- Lay the groundwork for negotiation
- Identify what information to share and what to keep to yourself
- Understand basic bargaining techniques
- Apply strategies for identifying mutual gain
- Understand how to reach consensus and set the terms of agreement
- Deal with personal attacks and other difficult issues
- Use the negotiating process to solve everyday problems
- Negotiate on behalf of someone else
- Review Questions





NEGOTIATION SKILLS

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 1 – *Getting Started*

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Course Objectives

Module 2 – *Understanding Negotiation*

- The Three Phases
- Skills for Successful Negotiating

Module 3 – *Getting Prepared*

- Establishing Your WATNA and BATNA
- Identifying Your WAP
- Identifying Your ZOPA
- Personal Preparation

Module 4 – *Laying the Groundwork*

- Setting the Time and Place
- Establishing Common Ground
- Creating a Negotiation Framework
- The Negotiation Process

FEE **MYR 5,749 / USD 1,399**

DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**



NEGOTIATION SKILLS

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 5 – [*Phase One*] *Exchanging Information*

- Getting off on the Right Foot
- What to Share
- What to Keep to Yourself

Module 6 – [*Phase Two*] *Bargaining*

- What to Expect
- Techniques to Try

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DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**



NEGOTIATION SKILLS

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 7 – *About Mutual Gain*

- Three Ways to See Your Options
- About Mutual Gain
- What Do I Want?
- What Do They Want?
- What Do We Want?

Module 8 – [*Phase Three*] *Closing*

- Reaching Consensus
- Building an Agreement
- Setting the Terms of the Agreement

Module 9 – *Dealing with Difficult Issues*

- Being Prepared for Environmental Tactics
- Dealing with Personal Attacks
- Controlling Your Emotions
- Deciding When Its Time to Walk Away

Module 10 – *Negotiating Outside the Boardroom*

- Adapting the Process for Smaller Negotiations
- Negotiating via Telephone
- Negotiating via Email

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DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**



NEGOTIATION SKILLS

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 11 – *Negotiating on Behalf of Someone Else*

- Choosing the Negotiating Team
- Covering All the Bases
- Dealing with Tough Questions

Module 12 – *Wrapping Up*

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**



CONTRACT MANAGEMENT

It is easy to overlook the importance of contract management because it seems to be a boring, mundane topic. Contracts, however, are the basis of most business relationships. If contracts are managed well, business relationships will flourish. If they are not, companies face financial loss, relationship harm, and damaged reputations.



CONTRACT MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

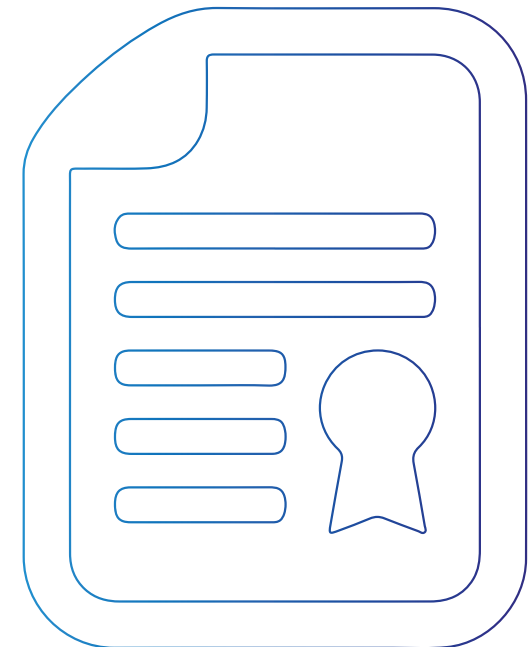
OBJECTIVE

With this course participants will learn the insides and outs of Contract Management. Contracts are made with vendors, customers, partnerships, and these agreements must be managed carefully. In order to effectively implement Contract Management it is necessary to understand all the small details, and that is what you get with this course.

OUTCOMES

After completing this course, you will be able to:

- identify contract components;
- how to build effective relationships;
- how to conducting audits;
- how to assess performance.





CONTRACT MANAGEMENT

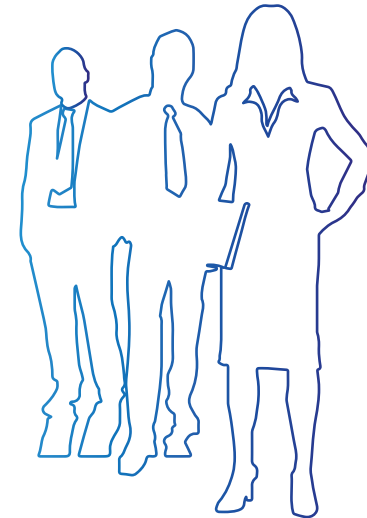
A TWO DAY NON-RESIDENTIAL COURSE

KEY TOPICS

- Contract types and elements
- Legal and ethical considerations
- Contract formation
- Relationships
- Auditing
- Assessing performance

WHO SHOULD ATTEND?

- Contract managers or persons employed in the role of managing contracts to fulfill their responsibilities in an effective way.





CONTRACT MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 1 – *Getting Started*

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2 – *Defining Contract Management*

- What is Contract Management?
- Contract Types
- Contract Elements
- Risks of Poor Contract Management
- Case Study
- Review Questions

Module 3 – *Legal and Ethical Contract Management*

- Contract Law I
- Contract Law II
- Defining Ethical Contract Management
- Ethical Breaches
- Case Study
- Review Questions

Module 4 – *Contract Management Requests*

- Choosing Potential Bidders
- RFPs and Technology
- Calculating Value
- Making a Choice
- Case Study
- Review Questions

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CONTRACT MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 1

Module 5 – *How to Create a Contract*

- Templates and Software
- Compliance
- Wording
- Risks of Noncompliance
- Case Study
- Review Questions

Module 6 – *Contract Execution*

- Be Prepared
- Prioritize Terms
- Remain Professional
- Execute the Contract
- Case Study
- Review Questions

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DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**



CONTRACT MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 7 – *Assess Performance*

- What Performance Can Be Assessed
- Creating Metrics
- Measuring Performance
- Improving Performance
- Case Study
- Review Questions

Module 8 – *Relationships*

- Qualities of Effective Relationships
- Relationship Pitfalls
- Building Trust
- Maintaining Relationships
- Case Study
- Review Questions

Module 9 – *Amending Contracts*

- Redlines and Strikeouts
- Replacing Clauses
- Describing Amendments
- Amendment Status
- Case Study
- Review Questions

Module 10 – *Conducting Audits*

- Why Audit?
- Plan
- Establishing Procedures
- Investigate and Report
- Case Study
- Review Questions

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CONTRACT MANAGEMENT

A TWO DAY NON-RESIDENTIAL COURSE

SCHEDULE DAY 2

Module 11 – *Renewing Contracts*

- Involve Stakeholders
- Review
- Check for Accuracy and Changes
- Update or Cancel
- Case Study
- Review Questions

Module 12 – *Wrapping Up*

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

FEE **MYR 5,749 / USD 1,399**

DATES **30-Mar / 28-Jun / 27-Sep / 28-Nov 2017**

REGISTER NOW

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