

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

Certificate in Purchasing Management Best Practices

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive overview of purchasing management best practices, focusing on strategic sourcing, supplier relationship management, and procurement processes. Participants will develop practical skills to enhance efficiency and effectiveness in purchasing decisions within their organisations.

Purchasing professionals often face challenges in optimising supplier relationships and managing procurement processes effectively. These issues can lead to increased costs and inefficiencies, impacting overall business performance. Understanding best practices in purchasing management is crucial for addressing these challenges and ensuring that procurement aligns with organisational goals. Participants will learn to assess supplier capabilities, negotiate contracts, and implement performance metrics that drive value. By mastering these skills, they will be equipped to make informed purchasing decisions that enhance operational efficiency, mitigate risks, and contribute to the organisation's bottom line. The course enables participants to engage in practical exercises that simulate real-world purchasing scenarios, allowing them to apply best practices in strategic sourcing and supplier management. Participants will practice developing sourcing strategies, evaluating supplier performance, and managing procurement risks. These capabilities are essential for making strategic decisions that align with organisational objectives. Additionally, the course fosters collaboration and communication skills necessary for building strong supplier relationships. By the end of the course, participants will be prepared to implement best practices that lead to improved procurement outcomes, ultimately driving value for their organisations and enhancing competitive advantage.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and simulations to reinforce learning. Participants will analyse purchasing scenarios, engage in role-playing exercises to negotiate with suppliers, and work in teams to develop sourcing strategies. Each day will include practical exercises that culminate in tangible outputs, such as strategic sourcing plans and supplier evaluation reports. These outputs will demonstrate participants' understanding of best practices in purchasing management and their ability to apply these concepts in real-world situations. This hands-on approach ensures that participants leave with actionable skills and knowledge they can implement immediately in their roles, enhancing their effectiveness in procurement.



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Course objectives

By the end of this course, participants will be able to:
• Analyse procurement processes to identify inefficiencies and areas for improvement in purchasing.
• Design a strategic sourcing plan that aligns with organisational objectives and market conditions.
• Evaluate supplier performance using established metrics and criteria to inform decision-making.
• Negotiate effectively with suppliers to achieve favourable terms and conditions in contracts.
• Construct a risk management framework for procurement activities that mitigates potential issues.
• Assess the impact of ethical sourcing on supplier relationships and organisational reputation, ensuring compliance with standards.
• Implement continuous improvement strategies in purchasing processes to enhance efficiency and effectiveness.

Target audience

This course is suitable for:
• Procurement Managers responsible for sourcing strategies and supplier management.
• Purchasing Agents tasked with negotiating contracts and managing supplier relationships.
• Supply Chain Analysts focused on optimising procurement processes and cost reduction.
• Operations Managers involved in integrating purchasing decisions with operational needs.

Target competencies

Participants will develop competencies in:
• Developing strategic sourcing plans that align with business goals and market analysis.
• Negotiating effectively to secure advantageous supplier agreements and terms.
• Evaluating supplier performance through quantitative and qualitative metrics for informed decisions.
• Implementing risk management strategies in procurement activities to minimise exposure.
• Fostering ethical sourcing practices to enhance supplier relationships and compliance.
• Utilising data analysis to inform purchasing decisions and improve outcomes.

Course outline

Day 1: Foundations of Purchasing Management

Applied activity: Participants will analyse a case study on procurement inefficiencies in a fictional company. They will identify key issues and propose initial improvements based on best practices, focusing on roles and responsibilities within the purchasing team.
Output: A report summarising identified issues and proposed improvements in purchasing management.



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09:00–09:54	Overview of purchasing management principles and best practices in the field.
09:54–10:48	Understanding the procurement cycle and its key stages for effective management.
10:48–11:00	Identifying key roles and responsibilities in purchasing operations and decision-making.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying key roles and responsibilities in purchasing operations and decision-making. (continued)
12:12–13:06	Exploring the impact of purchasing on organisational performance and cost efficiency.
13:06–14:00	Examining the legal and ethical considerations in procurement practices.

Day 2: Strategic Sourcing Techniques

Applied activity: Working in groups, participants will develop a strategic sourcing plan for a selected product category, considering market analysis, supplier criteria, and organisational goals. They will present their findings to the class, justifying their choices based on best practices.
Output: A comprehensive strategic sourcing plan presentation with supporting documentation.

09:00–09:54	Defining strategic sourcing and its importance in effective purchasing management.
09:54–10:48	Conducting market analysis to identify potential suppliers and assess their capabilities.
10:48–11:00	Developing criteria for supplier selection and evaluation to enhance procurement decisions.
11:00–11:30	**Coffee break**
11:30–12:12	Developing criteria for supplier selection and evaluation to enhance procurement decisions. (continued)
12:12–13:06	Creating a strategic sourcing plan tailored to organisational needs and objectives.
13:06–14:00	Utilising technology and tools in strategic sourcing processes for efficiency.

Day 3: Supplier Relationship Management

Applied activity: Participants will role-play a negotiation scenario with a supplier, focusing on achieving mutually beneficial terms while maintaining the relationship. They will apply communication strategies learned in class and reflect on their negotiation style.
Output: A negotiation report detailing outcomes, strategies used, and lessons learned.

09:00–09:54	Understanding the importance of supplier relationships in procurement success.
09:54–10:48	Developing effective communication strategies with suppliers to foster collaboration.



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10:48–11:00	Implementing performance metrics for supplier evaluation and continuous improvement.
11:00–11:30	Coffee break
11:30–12:12	Implementing performance metrics for supplier evaluation and continuous improvement. (continued)
12:12–13:06	Building collaborative partnerships with key suppliers to enhance value.
13:06–14:00	Managing conflicts and negotiations with suppliers to maintain strong relationships.

Day 4: Risk Management in Procurement

Applied activity: Participants will assess a fictional company's procurement risks and develop a risk management plan addressing identified vulnerabilities, including compliance and supplier reliability. They will present their plan to the group for feedback.
Output: A risk management plan document outlining strategies and actions.

09:00–09:54	Identifying potential risks in the procurement process and their implications.
09:54–10:48	Developing a risk assessment framework for purchasing activities to mitigate issues.
10:48–11:00	Implementing strategies to manage procurement risks effectively and ensure compliance.
11:00–11:30	Coffee break
11:30–12:12	Implementing strategies to manage procurement risks effectively and ensure compliance. (continued)
12:12–13:06	Understanding the role of compliance in risk management and supplier selection.
13:06–14:00	Evaluating the impact of global sourcing on risk exposure and supplier reliability.

Day 5: Integrating Best Practices in Purchasing

Applied activity: In teams, participants will create a comprehensive purchasing management strategy that integrates all learned concepts, addressing a specific organisational challenge. They will present their strategy to the class for feedback and discussion, focusing on implementation steps.
Output: A detailed purchasing management strategy presentation with actionable recommendations.

09:00–09:54	Reviewing key purchasing management best practices and their applications in real scenarios.
09:54–10:48	Integrating strategic sourcing, supplier management, and risk assessment for comprehensive procurement.
10:48–11:00	Evaluating the effectiveness of purchasing strategies in real-world scenarios and their outcomes.



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11:00–11:30	**Coffee break**
11:30–12:12	Evaluating the effectiveness of purchasing strategies in real-world scenarios and their outcomes. (continued)
12:12–13:06	Developing a continuous improvement plan for procurement processes to enhance efficiency.
13:06–14:00	Preparing for future trends in purchasing management and their implications for professionals.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,650.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.-**
Amsterdam Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,540.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.-**
Barcelona Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,840.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,820.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
London Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**£3,150.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,650.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Rome Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,450.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Paris Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,860.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,650.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,540.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,820.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,890.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,450.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Dubai Confirmed dates	10 May 2027	14 May 2027	**£3,150.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**£2,650.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Paris Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,860.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,890.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.–**
Istanbul Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,650.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,540.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Singapore Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,820.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Rome Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Dubai Confirmed dates	13 Sept 2027	17 Sept 2027	**£3,150.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Vienna Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,940.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,860.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,650.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
Amsterdam Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,540.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Singapore Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,820.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**



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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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