

Business Management Training Group Ltd

Management Training for the 21st Century



Advanced Certificate in Strategic Procurement (ACSP™)

Now with New Free Takeaway Tools worth \$750!

Course Overview

In this upgraded edition of one of BTMG's most popular courses, delegates will discover that effective Procurement is now, even more, fundamental to the success of an organisation.

On average, over fifty percent of an organisation's total revenue is passed down the Supply Chain. In many sectors however, this can be significantly more for example in the Public Sector, this can exceed eighty percent. It is imperative that this expenditure is managed and controlled effectively. Poor Procurement leads to increased cost, poor quality, delays, loss of control and lack of cost visibility. Proactive, professional Procurement will become a value added function within the organisation.

Over time, organisations have realised the value that can be delivered through effective Procurement. At the same time, the value of appropriately qualified Procurement Professionals has also increased. Procurement is now seen as a 'job' rather than a 'role'.

The shift from transactional, operational buying to Strategic Procurement has been quicker in some Industries than others. Organisations that have not yet made the change are being left behind.



Commodity, or category, based Procurement provides the correct structure to help deliver a truly World Class Procurement function. And this **ACSP™ course** provides the understanding, framework, tools, and principles that allow organisations to build, embed and develop real Strategic Procurement.

ACSP™ now also comes with a range of free take-away tools, to the value of \$750. The tools cover procurement cost, problem solving, policy development, market profiling and 'purchasing power'. Course participants will find these tools, techniques and expert insights, highly helpful and will want to use them upon their return to the office everyday.

On completion of this five day training course you will receive your certificate which has been fully accredited by Qualifi, an official UK Government recognised awarding body

BENEFITS, KNOWLEDGE, SKILLS GAINED BY ATTENDING THIS ACSP™ COURSE:

- Gain an accredited Certificate approved by a UK regulated body - Advanced Certificate in Strategic Procurement (ACSP™)
- Takeaway tools and techniques, to the value of \$750, developed by experts for you.
- Use ACSP™ on your business card and on your resume
- The ACSP™ shows that you have completed International qualifications and that you have the skills and experience to manage procurement effectively on a national, regional and global level
- The ACSP™ certificate will be received approximately one month following the close of the training course and will be issued jointly by Qualifi and BTMG.

www.bmtg.orginfo@bmtg.org



Advanced Certificate in Strategic Procurement (ACSP™)

WHO SHOULD ATTEND THIS ACSP™ COURSE

- Procurement Directors
 - Business Owners / Managing Directors
 - Supplier Managers
 - Supply Chain Consultants
 - Buyers / Senior Buyers
 - Operations Managers & Directors
 - Finance Managers
 - Project Managers
 - Executive Directors
 - General Managers
 - Divisional Heads
 - Project Directors
 - Project Engineers
 - Administration Managers
 - Project Leaders
 - Team Leaders
 - Supervisors
 - Contractors
 - Management Consultants
- **PLUS** anyone who is responsible for / involved in Supplier Relationships, or anticipates being involved with Supplier Management in the future

By attending this interactive ACSP™ course you will be equipped with the skills to:

- Understand the Role of the Procurement Function within the Organisation
- Assess the Effectiveness of your Procurement Function
- Effectively Plan and Manage Procurement Projects
- Implement and Develop Commodity based Procurement within the Organisation
- Assess Commodity Markets
- Benchmark Suppliers
- Build and Analyse Comprehensive Tender Documentation
- Understand and Build Effective Pricing Models
- Build and Utilise Effective KPI's and SLA's
- Negotiate Effectively
- Deliver Real Bottom Line Efficiencies and Cost Savings

THE BMTG TRAINING STYLE

- BMTG employ best practice interactive training techniques.
- All of our Trainers are highly experienced practitioners who have operated successfully in the field and are with BMTG by reputation and invitation only. We have no 'beginners'. All of our Trainers have themselves been trained in BMTG techniques and our style is common throughout our entire portfolio of courses.
- The BMTG technique involves classroom lecturing, highly intensive case study / role playing sessions, classroom interaction and feedback, one-to-one coaching from the Trainer, and a final examination.
- BMTG have found this to be one of the most effective training methodologies to date and many large multinationals and training companies have also taken up this approach.

MEET YOUR TRAINING COURSE DIRECTOR: *Karl Brookes, B.Sc, M.Sc*



Karl has more than 15 years experience in developing and delivering projects and strategies that change behaviours and achieve corporate objectives.

Graduating in Politics and Sociology from the University of Salford, Karl joined the Civil Service, before working in Sales and Marketing for prestigious clients such as the UK Civil Service, Barclays, DHL and British Telecom. Returning to education, he gained a Masters from Manchester Metropolitan University, and was elected to help run the Students' Union.

In addition to being a Guest Lecturer at the prestigious Business School of University of Central Lancashire, Karl has written articles on various topics including, financial and energy consumer rights, developing property and even how to avoid a Repetitive Strain Injury.

A skilled leader and deliverer of transformational strategies, Karl is adept at working effectively with employees at all levels in different sizes of organisations. As a trusted 'safe pair of hands' in a crisis, Karl has built up many years experience, coaching and delivering training in these and other key corporate areas such as:

- Advanced Certificate in Strategic Procurement
- Understanding Procurement Processes and the Sales Cycle
- Writing Winning Bids
- Practical Procurement Practices and Processes
- Fleet Management, Resource Management and Utility Management
- ISO Implementation

MEET YOUR TRAINING COURSE DIRECTOR: *Scott Mochar*



Scott has more than 14 years experience at a senior level in developing and delivering procurement and supply chain projects as well as sales training, media relations and campaigns and corporate strategies within financial services and media world.

Graduating with Hons in Financial Services from Glasgow Caledonian University, Scott started work with an investment company working within their broker division, looking after a panel of key accounts.

Scott then worked for a national niche financial services company where he started off his training development, assisting colleagues to get through their company exams, ensuring compliance and being elected to the IT training and development panel for the company.

Scott worked for a retail bank in an private client investment capacity, before venturing into wealth management with a prestigious Edinburgh company – where he looked after company directors and owners, executives and public sector workers.

Scott was then headhunted to set up a private client wealth management division for a major mortgage company, responsible for recruitment, development, strategy, suppliers and overall management of the organisation, before setting up his own business in wealth management in 2010.

Since then, Scott has been heavily involved in the strategic planning and management aspects of business, particularly with a focus on procurement and supply chain, as well as consulting and training with several organisations looking at their procurement processes and business practices.

Scott has delivered training and consultancy to Executives and Staff at all levels of organisations, in the areas of:

- E-Government
- Procurement
- Supply Chain Management
- Corporate Finance
- Private Finance Initiative
- Communications
- Risk Management
- Management practices
- Cost management

Course Outline

Understand the Role of Procurement

- Operational Importance
- Make 'v' Buy Assessments
- Build an Effective Procurement Function
- Roles and Responsibilities of the Function
- Understand Cost 'v' Capability

Deliver Successful Procurement Projects

- Stakeholder Management
- Obtain and Maintain Buy-in
- Key Project Stages
- Project Documentation
- Communication Strategies
- Team Structures

Understand the Current Position

- 'Commodity Based Procurement' Explained
- Identify and Understand Expenditure
- Build Commodity Groups and Structures
- Split Expenditure by Commodity
- Identify and Understand Key Cost Drivers
- Assess and Rank Existing Suppliers
- Identify Strengths and Weaknesses
- Build Simple and Effective Analysis Models

Understand Commodity Supply Markets

- Assessment of Buyer and Supplier Power
- Assess Local, National and International Options
- Generate Competition in the Market
- Supplier Identification, Analysis and Ranking
- Build Effective Commodity Strategies

Build Effective Tenders

- Invitation to Tender (ITT) Fundamentals
- Key Assessment Categories
- Understand and Document Requirements

- Obtain Organisational Buy-In
- Achieve Objectivity and Transparency
- Build Simple and Effective Assessment Tools
- Dealing with Verification Visits

Cost Control and Reduction

- Understand Cost 'v' Price
- Strengths and Weaknesses of Costing Mechanisms
- Understand Cost Drivers
- Introduce Competition
- Obtain Transparency
- Identify Cost Reduction Opportunities

Key Performance Indicators (KPI's) and Service Levels

- Key KPI Principles
- Selecting Effective KPI's
- Selecting Appropriate Service Levels
- KPI Frequency

Negotiation – Making all the Hard Work Count!

- Key Steps to Successful Negotiation
- Build the Negotiation Plan
- Build a Position of Power
- Negotiating Styles
- The Negotiating Team
- Closing the Deal

The programme will include a series of group exercises, a personality profile and case studies with a high level of delegate interaction.

ACSP™ Examination*

*** Only those who successfully complete the examination and participate effectively in the course case studies will receive the Advanced Certificate in Strategic Procurement (ACSP™)**