

# Your Training Needs Analysis Report

Prepared for:

**Bill Stephen**

Procurement

Training Needs Analysis

Date completed:

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[www.criticalskillsboost.com](http://www.criticalskillsboost.com)

# Introduction

Congratulations! You have completed your Training Needs Analysis. The aim of the assessment is to provide a systematic self-analysis of your skill-set as it stands today. The assessment focused on the skills required to perform the eight phases of end-to-end procurement.

## YOUR PERSONALISED REPORT

This report is intended to help you navigate the Critical Skills Boost program based on your needs and requirements. It is tailored especially for you and in it you will find suggestions and recommendations that will help you develop skills and knowledge in the areas identified for you.

**Section 1** is an overview of your self assessment results as they relate to each of the eight distinct phases of the procurement process.

**Section 2** details your learning plan recommendations. Here you will see the e-Learning modules assigned to support you in your current role. You will also see the training workshops that have been prioritised for you. Together with your manager use these suggestions to decide which training workshops you should attend throughout the year.

## DISCUSS WITH YOUR MANAGER

The Queensland public sector is focused on building sustainable procurement capability across agencies and government. It is important to address skill gaps across the entire public sector, and as individuals we should also be aware and focused on our specific development needs.

Part of this process needs to involve discussions with your line manager to ensure the training you are receiving aligns to your organisation's objectives, the previous conversations about your personal learning and development needs along with your career aspirations.

## APPLY THE 70:20:10 MODEL

The recommendations throughout this report are based on the 70:20:10 Model of Learning. The impact of your formal training increases significantly when it is applied to your work and is discussed with mentors, coaches and colleagues. For each phase of the procurement process you will receive learning and development recommendations that align with this Model of Learning.

10%	Structured training	10% of learning is through structured training, workshops and theory.
20%	Social learning	20% of learning is enhanced by coaching, mentoring and accessing your professional work networks.
70%	Structured training	70% of learning comes through applying our knowledge in 'on-the-job' workplace tasks and projects.

# Your organisation and you

During your registration process at [criticalskillsboost.com](https://criticalskillsboost.com) you provided information to us. This information is displayed below for your reference.

## YOUR REGISTRATION INFORMATION

First Name	Bill
Last Name	Stephen
Email Address	William.j.stephen@tmr.qld.gov.au
Manager's First Name	Dean
Manager's Last Name	Wallington
Manager's Email Address	Gavin.c.johnson@tmr.qld.gov.au

## YOUR DETAILS

Organisation	Transport and Main Roads
Division	Division
Location	
Role	Contract Manager (including procurement)
Level	Operational Leader
Position	Lead category manager
The nature of the goods/services that you most commonly procure, or manage contracts for?	General Goods and Services
Phone number	07 3066 6581

# Your assessment summary

This summary provides you with an overview of your assessment results.

Your overall score is **212.00** out of a maximum score of 504.

This represents an average score of **42.06%** per phase of the process.

The table below details your assessment results for each step of the Training Needs Analysis.

This is calculated as an average of your rating.

## ASSESSMENT TABLE

Phase	Your rating	Level
Opportunity Analysis	38.10%	Awareness
Market Analysis	38.10%	Awareness
Strategy Development	39.68%	Awareness
Market Engagement	58.73%	Understanding
Negotiate	46.03%	Understanding
Contract Implementation	39.68%	Awareness
Supplier Relationship Management	39.68%	Awareness
Refresh Strategy	36.51%	Awareness

### Note

The level column describes the average rating received and aligns to the wording of the assessment scale below

## SCORING GUIDE

Novice	Awareness		Understanding		Practitioner		Expert
0	1	2	3	4	5	6	7
No awareness.	Some awareness, never practiced.	Starter knowledge, novice in practice.	Some knowledge, occasional practice.	Intermediate knowledge, intermittent practice.	Specialist knowledge, recurrent repeated practice	Expert knowledge, frequent practice.	Master knowledge, constant practice.

# 1. Opportunity Analysis

Opportunity analysis is a detailed review of the prospects for a product within a potential market. For example, the marketing manager of a product might request a detailed opportunity analysis to help them forecast whether market demand conditions will support launching into that market.

**The skills demonstrated in this step include:**

- Collecting internal and external data
- Engaging internal customers
- Conducting needs analysis
- Conducting spend analysis
- Identifying 'quick wins'
- Alignment of other/existing initiatives
- Analysing and summarising data

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **38.10%**.

## RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Procurement Essentials</b></p> <p>Attendance will help raise awareness of the sourcing process and the tools that may be used.</p> <p>Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of the importance of planning to deliver better outcomes</li><li>&gt; More appreciation of the tools and other resources available to support strategic sourcing</li><li>&gt; Awareness of 'tips and traps' of how to deliver a procurement process that drives outcomes and value for money</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask an experienced manager how they generate potential opportunities. Where do the ideas come from?</li><li>• Participate in a brainstorming session generating value creating ideas. What processes are adopted?</li><li>• Participate in an opportunity review session reviewing potential value creating ideas. What processes are adopted?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Investigate at least two opportunities to add value to a category. What are the opportunities, and how do they differ in terms of ease of implementation and scale of benefits?</li><li>• Try implementing one initiative to create value in a category. Did it work? Why, or why not?</li><li>• Research how your organisation evaluates potential opportunities. How do you decide which opportunities to pursue?</li></ul>

## 2. Market Analysis

Market Analysis is the application of forecasting techniques to the supply market factors that influence the demand for a product identified as a market opportunity. Understanding the dynamics and trends of the supply market equip professionals to proactively surface and extract unlocked value.

**The skills demonstrated in this step include:**

- Determining research objectives
- Collecting and analysing supply market data
- Understanding supply market risks
- Understanding competitive landscapes
- Researching pricing & total cost drivers
- Cost versus benefit analysis
- Summarising data and findings

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **38.10%**.

### RECOMMENDATIONS

10% Structured training	Attend a workshop: <b>Strategic Sourcing</b> Attendance will help build understanding of the strategic sourcing process and the tools that may be used. Benefits include: > More appreciation of the importance of planning to deliver better outcomes > More appreciation of the tools and other resources available to support strategic sourcing > Less likelihood of the sourcing process failing to realise the planned benefits <u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).
20% Social learning	<ul style="list-style-type: none"><li>• Ask a category manager what tools of analysis they find most valuable when reviewing markets.</li><li>• Participate in a market review, and try to make sense of the market structure or trends. What is happening and why?</li><li>• Ask an experienced manager about what they have learned from visiting reference sites or supplier's facilities.</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Read a market analysis for a category. Consider what does the content say? What tools of analysis were used?</li><li>• Select a market that you believe to have limited competition, and explore why there is not greater competition</li><li>• Select one market with which you are familiar. Who are the top four suppliers in that market? Try to work out what their combined market share is.</li></ul>

# 3. Strategy Development

Strategy Development is an approach by which an organisation aims to develop and market products for different customer segments. Having identified the aims of the sourcing program it is essential that a detailed and achievable strategy, integrating a range of professional tools, be established.

**The skills demonstrated in this step include:**

- Distinguishing between tactical and strategic approaches
- Scaling potential benefits
- Defining category objectives
- Facilitating Stakeholders to develop/refine a range of potential market approaches
- Modeling scenarios to aid risk identification
- Utilising and configuring Comprara tools and technology
- Alternatives to rules based management routines

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **39.68%**.

## RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Category Management Essentials</b></p> <p>Attendance will help raise awareness of the category management process and the tools that may be used. Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of what category management involves, and the importance of category management to deliver better outcomes</li><li>&gt; More appreciation of the tools and other resources available to support category managers</li><li>&gt; Less likelihood of the category management process failing to realise the planned benefits</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask a category manager which strategies they have found do not work. What caused them to be less successful?</li><li>• Participate, as an observer, in a strategy development session , and think about the choices that were considered, and how the final section was made. What conclusions can you draw from the process?</li><li>• Ask an experienced manager how they consider the proposed duration of a contract. How do they decide what is best in any given situation?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Investigate why some categories have a single source supplier and some categories have a panel arrangement. Why is that?</li><li>• Research how procurement managers engage with stakeholders when developing strategies. Who do they consult with, and why?</li><li>• Read procurement governance dealing with procurement strategy. In which circumstances can we negotiate direct with suppliers? Why is that?</li></ul>

## 4. Market Engagement

Market Engagement describes all those processes involved in contacting and interacting with potential suppliers. There are two broad types; firstly, interactions with the market that have no impact on market structure or the attitude of the participants, e.g. Requests for Information (RFI), Quotations (RFQ) and Proposals (RFP). The second involves market interventions such as conditioning, negotiation, reverse marketing and supplier development which may have a transformative effect on the market.

**The skills demonstrated in this step include:**

- Defining quality levels for services
- Defining unique standards
- Managing the bidding and evaluation process
- Driving out the procurement objectives
- Assembling the bid package
- Designing the bid evaluation mechanism
- Managing probity during the process

In this step you assessed yourself at the **Understanding** level. Based on your assessment the accumulated average across the nine self-assessment questions is **58.73%**.

### RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Driving Strategic Sourcing Initiatives and Tender Evaluation</b></p> <p>The workshop will benefit experienced sourcing practitioners, particularly those involved in complex, high value and/or high risk sourcing activities, who wish to develop their existing capability in managing sourcing projects.</p> <p>Attendance will help develop existing capability in the sourcing process, and in the tools and techniques that may be used to achieve value for money outcomes that meet the customer's needs. Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of when to match the market and when to develop unique solutions</li><li>&gt; More capability in managing project teams to reach the 'right' decision</li><li>&gt; Less likelihood of the sourcing process becoming derailed by conflict and disagreement</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask a supplier what their success rate is in bidding for work that is competitively tendered. What are the implications of their answer?</li><li>• Observe an experienced category manager facilitate a bid evaluation meeting. What did they do to promote a better outcome?</li><li>• Ask an experienced manager how they know when competition is adequate in the market.</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Plan to evaluate an RFP or RFx, and prior to engaging with the stakeholders, try to anticipate the issues they may raise during the evaluation process.</li><li>• Review an RFP exercise that resulted in questions for 'bid clarification', or queries from potential tenderers. What were the questions, and what did the experience teach you about drafting bid documents?</li><li>• Investigate what procurement governance exists around bid management and evaluation. How do you both ensure a compliant process and contribute towards a better outcome?</li></ul>



# 5. Negotiate

Negotiation is a process through which each party aims to achieve their goals in the context of their relationship with the other party. Our approach may be different in each case, for example, between dealing with a long-term supplier as opposed to short-term supplier. However, in every negotiation we need to be clear around our objectives, and decide how we plan to achieve our goals. The common elements are clear objectives that are consistent with the relationship we want to create.

**The skills demonstrated in this step include:**

- Strategic selling and buying facilitation
- Negotiating tactics and ploys
- Concessional behaviour in win/win negotiations
- Dealing with cultural issues in negotiation
- Neutralising negotiation tactics
- Resolving impasses in negotiation
- Needs identification; between explicit and latent needs

In this step you assessed yourself at the **Understanding** level. Based on your assessment the accumulated average across the nine self-assessment questions is **46.03%**.

## RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Legal Aspects of Establishing and Managing Contracts</b></p> <p>Attendance will help raise awareness of the legal framework for establishing and managing contracts and the principles and issues raised by poor or non-performance. Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of the legal context of contract management</li><li>&gt; More awareness of how contract managers may deal with poor or non-performance</li><li>&gt; Less likelihood of the contract manager unintentionally exposing their organisation to risk of litigation</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask an experienced category manager to describe various negotiation tactics adopted by suppliers. How did your colleague deal with them?</li><li>• Observe a negotiation and focus on how each party tried to persuade the other. What methods of persuasion were used?</li><li>• Ask an experienced negotiator to describe how they have avoided an impasse. What did and didn't work?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Facilitate a small team preparing for a negotiation with a supplier. How will you ensure that each person knows their role?</li><li>• Execute a negotiation with a supplier where the balance of power is in the supplier's favour. Review what did and didn't work.</li><li>• Review a negotiation that you have been involved in. What are the transferable learning points?</li></ul>

## 6. Contract Implementation

Procurement contracts can take many forms depending on the duration of the agreement, the number of participants, the pricing basis and the scope of work. In terms of duration, contracts may be spot, short term, long term, or evergreen. In terms of sourcing strategy, they may feature a single provider or be a panel contract consisting of multiple providers. In terms of pricing basis the contract may be a fixed price, unit rate or cost-plus contract. It is in the implementation stage of the cycle where the organisation captures the value identified during the developing strategy phase.

**The skills demonstrated in this step include:**

- Reducing complexity in contracting
- Detecting and dealing with malpractice
- Risk management in practice
- Levers of performance management
- Problem solving, resolution and support, escalate or terminate
- Prioritising improvement opportunities and governance structures
- Defining dimensions to measure

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **39.68%**.

### RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Contract Management Essentials</b></p> <p>Attendance will help raise awareness of the whole of government Contract Management Framework, process and the tools that may be used. Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of the importance of contract management to deliver better outcomes</li><li>&gt; More appreciation of the Contract Management Framework, tools and other resources available to support contract managers</li><li>&gt; Less likelihood of the contract management process being reactive and focused upon 'firefighting'</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask a category manager to show you the notes of a kick off meeting. What was involved, what went right and/or wrong?</li><li>• Participate in a kick off meeting, and think about what is being done, and why it is done that way. What conclusions can you draw from the process?</li><li>• Ask an experienced manager how long it takes to manage internal governance processes after the selection of a supplier has been made and before the contract starts. What needs to happen and why?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Investigate a procurement project where a tenderer sought to vary your organisation's standard terms and conditions. Which clauses did they try to vary, and why?</li><li>• Facilitate a kick off meeting for a simple procurement. Brief the supplier and review what you learned</li><li>• Read procurement policies and/or procedures about setting KPIs. What does the guidance say?</li></ul>

# 7. Supplier Relationship Management

**Supplier Relationship Management [SRM]** is the segmentation by buyers of the business relationships with their suppliers. The process involves reviewing the portfolio of suppliers, categorising supply relationships by their significance, devoting resources in proportion to the relationship's significance and managing processes between the parties to realise the relationship objectives. **Supplier Performance Management (SPM)** is a business practice that is used to measure, analyse, and manage the performance of a supplier in an effort to cut costs, alleviate risk, and drive continuous improvement.

**The skills demonstrated in this step include:**

- Segmenting supplier relationships
- Developing joint cost and value initiatives
- Customer of choice and 180 degree feedback
- Improving delinquent supplier performance
- Developing supplier relationship plans
- Building resilience, preventing and resolving problems
- Improving supplier capability

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **39.68%**.

## RECOMMENDATIONS

10% Structured training	Attend a workshop: <b>Intermediate Contract Management</b> Attendance will help build understanding of the role and contribution of effective performance measures and contract management plans in contract management. Benefits include: > More capability in developing and applying effective contract management plans > More understanding of how effective performance measures and contract management plans enable better contractual outputs > Less likelihood of the contract manager becoming reactive and being overtaken by events <u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).
20% Social learning	<ul style="list-style-type: none"><li>• Ask a category manager to show you a KPI report for an active supplier. What does the data tell you?</li><li>• Observe a performance review meeting, think about what is being done, and why it is done that way. What conclusions can you draw from your observations?</li><li>• Ask an experienced manager what does and doesn't work when managing supplier performance. How do they motivate different suppliers?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Investigate how your organisation manages poor performance. What is the escalation process if the supplier doesn't perform?</li><li>• Explore how your organisation differentiates the relationship between the top ten 'critical' suppliers and the long 'tail' of low spend suppliers. What conclusions can you draw from your observations?</li><li>• Experiment with giving a supplier feedback, whether it be positive or developmental. What did you learn from the experience?</li></ul>

## 8. Refresh Strategy

A refresh strategy aims to grow volumes, increase savings and value by focusing on emerging markets and products to meet growing consumer demand. It includes embedding principles of sustainability within aspects of procurement to ensure minimisation of waste, avoidance of green wash and aligning procurement with the strategic and ethical direction of the organisation.

**The skills demonstrated in this step include:**

- Evaluating the procurement against the original objectives
- Comparing actual and expected benefits
- Understanding and review business needs and drivers
- Capturing critical incidents for continuous improvement
- Interpreting contracts
- Breaking constraints
- Re-engineering processes for simplification

In this step you assessed yourself at the **Awareness** level. Based on your assessment the accumulated average across the nine self-assessment questions is **36.51%**.

### RECOMMENDATIONS

10% Structured training	<p>Attend a workshop: <b>Category Management Essentials</b></p> <p>Attendance will help raise awareness of the category management process and the tools that may be used. Benefits include:</p> <ul style="list-style-type: none"><li>&gt; More appreciation of what category management involves, and the importance of category management to deliver better outcomes</li><li>&gt; More appreciation of the tools and other resources available to support category managers</li><li>&gt; Less likelihood of the category management process failing to realise the planned benefits</li></ul> <p><u>Please note:</u> your e-Learning recommendations are in your e-Learning plan (pg 15 of this document).</p>
20% Social learning	<ul style="list-style-type: none"><li>• Ask a category manager to describe to you a contract that was not a success. What factors caused the contract to be less than successful?</li><li>• Study a contract review document. What criteria are used to evaluate a supplier's performance, and what is done with the information?</li><li>• Ask an experienced manager how they decide when to extend, and when to invite competition. What factors do they take into account?</li></ul>
70% Practical application	<ul style="list-style-type: none"><li>• Investigate a contract that was extended. What factors were taken into account?</li><li>• Research how your organisation measures supplier performance. How do you keep records of the which suppliers who are underperforming?</li><li>• Review how a supplier performed on a simple procurement. What worked well, and what could they do better next time?</li></ul>



**Bill Stephen**

# *Get ready to embark on your 2015-2016 skills boost program!*

This program has been specifically designed for you  
and includes an e-Learning Plan together with  
workshops that will suit your role and your skills.



## **Welcome to the Critical Skills Boost Program**

In partnership with  **comprara**  
Critical Skills Boost Program





# Your e-Learning Plan

Use your e-Learning plan to navigate and work your way through your tailored program of learning.

Your online learning plan is designed specifically around the competencies required to perform in your role of:  
**Contract Manager (including procurement).**

**With this in mind, your focus is likely to be:**

Contract management and managing supplier performance to ensure value is delivered under a contract. In addition to contract management, this role also conducts routine procurement (often low value and/or low risk in nature).

**The activities you are involved in are likely to include:**

Supplier relationship management, cost management, monitoring/managing performance against KPI's, resolving issues, stakeholder management and supplier development, negotiating variations, extensions or renewals, running a tender or RFQ process, offer comparison, negotiating and contracting

The world's leading resource in procurement online e-Learning will be made available for you to advance your knowledge across a range of competencies. Here you will have access to:

- ✓ High-impact videos for you to watch
- ✓ Recognisable situations for you to think about
- ✓ Interactive quizzes for you to test your understanding as you go
- ✓ Course notes for you to download
- ✓ Hundreds of articles for you to read
- ✓ Scores of templates for you to use.

## How to gain access to your e-Learning curriculum.

1

### **Receive details.**

You will receive an email with your login details. You may not receive this immediately – it may take up to a fortnight for you to receive it.

2

### **Follow the link.**

Once you have received this email follow the link inside the email to access your skills boost e-Learning platform.

3

### **Login.**

Using your login credentials, login to the site.

4

### **Access.**

You can now gain access to your learning plan, which has been uploaded for you together with hundreds of articles and templates.

5

### **Begin your learning program as soon as you can.**

Make learning a habit and ensure you watch your videos, review your course work and where application tasks have been provided, make certain that you complete them. '

This will increase your rate of learning and give you a highly beneficial experience.

## Procurement PLAN9

Dec 2015

Dec 2015

Dec 2015

Jan 2016

Jan 2016

Dec 2015

Jan 2016

# Your high priority workshops

## There are a range of courses available in the program.

Note: This summary is intended to be used as a guide only and all recommendations are intended to be discussed with your line manager to ensure alignment with organisational, team and individual requirements.

Workshops will help you build your procurement contacts across government. You will receive:

- ✓ Learning content that is directly aligned to your needs
- ✓ Tuition from an industry expert
- ✓ A practical and interactive space to learn
- ✓ Course notes to learn and remember
- ✓ Pre-workshop tasks ... to get you thinking!
- ✓ Post-workshop tasks... to help you remember!
- ✓ An opportunity to network with your colleagues in other agencies and to share experiences.

## These are your high-priority training workshops.

Note: This summary is intended to be used as a guide only and all recommendations are intended to be discussed with your line manager to ensure alignment with organisational, team and individual requirements

### CATEGORY MANAGEMENT ESSENTIALS

The workshop will benefit those who are involved in strategic sourcing and category management. In particular this course will benefit people who are new to category management or who may contribute to category management as part of their duties, or those who require a 'refresher'. Attendance will help raise awareness of the category management process and the tools that may be used. Benefits include:

- > More appreciation of what category management involves, and the importance of category management to deliver better outcomes
- > More appreciation of the tools and other resources available to support category managers
- > Less likelihood of the category management process failing to realise the planned benefits.

#### YOUR KEY LEARNING OUTCOMES

1. Describe the category management framework and identify the ways in which value may be created or lost through effective (or ineffective) category management
2. Define the role of the category manager and describe (in overview) how that role relates to other stakeholders supporting effective category management
3. Identify the tools and resources that are appropriate at each phase of category management

[CLICK HERE TO LEARN MORE ABOUT THIS WORKSHOP >](#)



## PROCUREMENT ESSENTIALS

The workshop will benefit those who are involved in the procurement/sourcing process and who perform activities that are part of the sourcing process. In particular this course will benefit people who are new to procurement or sourcing or who may require a 'refresher'. Attendance will help raise awareness of the sourcing process and the tools that may be used. Benefits include:

- > More appreciation of the importance of planning to deliver better outcomes
- > More appreciation of the tools and other resources available to support strategic sourcing
- > Awareness of 'tips and traps' of how to deliver a procurement process that drives outcomes and value for money

### YOUR KEY LEARNING OUTCOMES

1. Describe the strategic sourcing process and identify the ways in which value may be created (or lost) through effective (or ineffective) management of the sourcing process
2. Identify the relationships that the sourcing team need to establish with internal and external stakeholders, including category managers.
3. Identify the tools and resources that are appropriate at each phase of the strategic sourcing process
4. Relate strategic sourcing and category management to the end-to-end procurement process

[CLICK HERE TO LEARN MORE ABOUT THIS WORKSHOP >](#)

## STRATEGIC SOURCING

The workshop will benefit those who are involved in the procurement/sourcing process and who perform activities that are part of the sourcing process. In particular this course will benefit people that are seeking a better understanding of strategic sourcing (e.g. to improve capability to undertake more complex sourcing), and those who may require a 'refresher'.

Attendance will help build understanding of the strategic sourcing process and the tools that may be used.

Benefits include:

- > More appreciation of the importance of planning to deliver better outcomes
- > More appreciation of the tools and other resources available to support strategic sourcing
- > Less likelihood of the sourcing process failing to realise the planned benefits

### YOUR KEY LEARNING OUTCOMES

1. Describe the strategic sourcing process and identify the ways in which value may be created (or lost) through effective (or ineffective) management of the sourcing process
2. Identify the relationships that the sourcing team need to establish with internal and external stakeholders, including category managers.
3. Identify the tools and resources that are appropriate at each phase of the strategic sourcing process
4. Relate strategic sourcing and category management to the end-to-end procurement process

[CLICK HERE TO LEARN MORE ABOUT THIS WORKSHOP >](#)

# How to gain access to your Critical Skills Boost Workshops.

## OPTION ONE

Using the booking calendar, you can go ahead and **book yourself** onto your recommended workshop!

- Select the workshop you want to attend
- Input your details and corporate credit card (secure payment)
- Receive your receipt of payment
- You are now registered and your seat is reserved at the training event.

**I WANT TO BOOK NOW! >**

## OPTION TWO

Your manager will book the entire team on a particular workshop.

If this is the case, wait to receive your event registration email from your manager.

It will contain all of the information you require to attend your workshop.



## The skills boost you've been waiting for is here.

**Now it is up to you.**

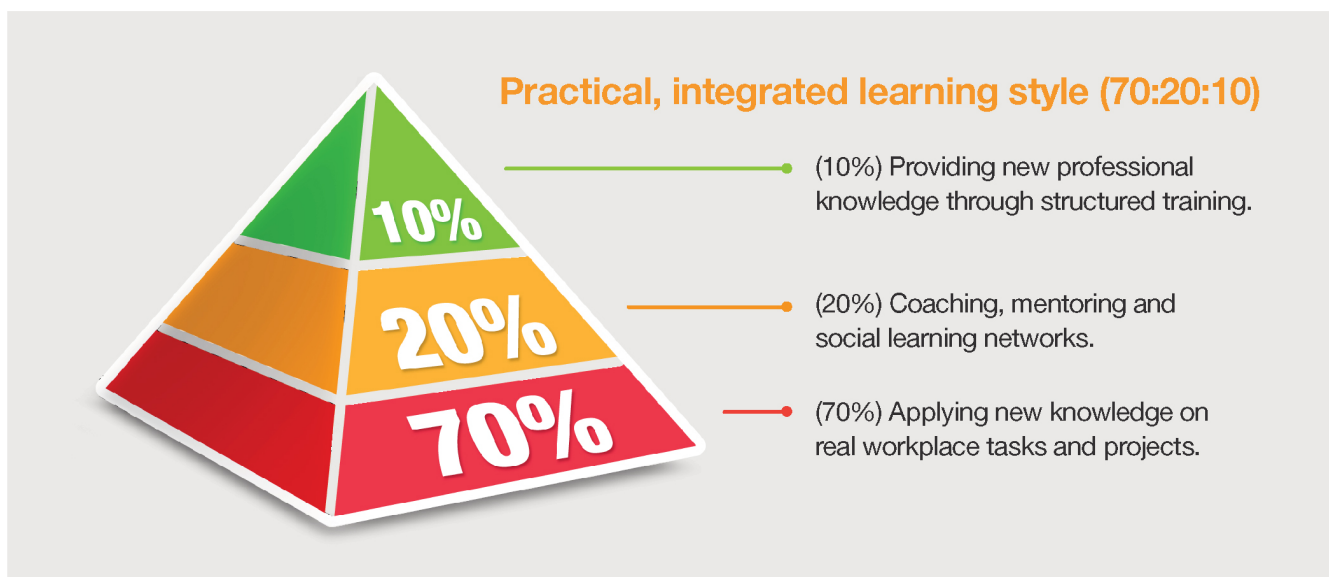
This is your opportunity to access the world's leading resource in procurement e-Learning together with industry-leading workshops. With access to a rich tapestry of information you can thread learning into your every day work life.

- ✓ Each focus area has been aligned with agency priorities to complement existing training and continue building procurement capability across three levels – for individuals, agencies, and Queensland Government.
- ✓ No matter what you're looking for, there's something for everyone – individual training recommendations, access to a wide range of resources through an eLearning platform, practical workshops giving you targeted skills development and opportunities to connect with other procurement professionals across government and resources that will further your career .
- ✓ The flexible nature of the program allows you to learn at your own pace and at a time that's convenient for you.
- ✓ Workshops will provide opportunities for cross-agency networking, allowing you to share experiences and learning's, and build your procurement contacts across government.
- ✓ The learning doesn't stop here, with post-workshop activities and resources available via the e- Learning platform you can continue your skills boost when it's convenient for you.

# Integrate your learning into your everyday tasks.

The impact of your formal training increases significantly when:

- ✓ You engage with your manager before and after your training workshops to gain their advice on the application of the material in your environment.
- ✓ You use your e-Learning resources regularly and make learning part of your working environment.
- ✓ You apply what you have learnt in a practical context.
- ✓ You discuss what you have learnt with colleagues who have performed similar work and can offer practical advice.





# Gain a globally recognised qualification.

## To achieve a qualification

The Procurement Academy is an on-line portal containing the world's largest collection of high impact e-learning modules where you complete on-line training modules over **12 months** to receive your qualification. You will also have access to articles, on-line simulations and tasks. The qualification requires you to complete 4 written assignments which need to be approved by your manager prior to achieving your qualification.

## Certified International Procurement Professional (CIPP)

### 62.5 hours of online learning (approx.)

For the qualification – students are awarded upon successful completion of on-line modules that cover 9 competencies: Sourcing, Negotiation, Legal, Finance, Cost Management, Operational Procurement, Contract Management, Strategy and Sourcing.

## Certified International Advanced Procurement Professional (CIAPP)

### 99 hours of on-line learning (approx.)

For the qualification – students are awarded upon successful completion of on-line modules that cover 10 competencies: Sourcing, Negotiation, Legal, Finance, Cost Management, Operational Procurement, Contract Management, Strategy and Sourcing, Category Management.

While every student has a specific learning plan for their qualification – they also have access to the entire catalogue of e-learning available through the Procurement Academy for a period of 12 months. The portal enables the delegate to access online educational modules and complete activities and tasks including simulations as a way to embed the learning and gain their qualification.



### AWARDING BODY

**The International Federation of Purchasing and Supply Management (IFPSM)**

These qualifications are achieved through the IFPSM. The International Federation of Purchasing and Supply Management (IFPSM) is the union of 48 national and regional purchasing associations worldwide, who have around **200,000 purchasing professionals** as members:

<http://www.ifpsm.org/>

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## Critical Skills Boost Program

A partnership between Comprara and Queensland Government

### About Comprara is delivered to you by Comprara

Comprara work with ASX 200 companies including some of the largest organisations in Australia and New Zealand in Telecommunications, Health, Energy, Financial Services, Retail Banking, Aviation, Manufacturing, Utilities, Transport, FMCG, Resources as well as the Public Sector including water authorities, local government and not-for-profit organisations.

#### **PROCUREMENT SOLUTIONS THAT HELP YOU GAIN MORE GROUND**

Typically Comprara is appointed by the Chief Procurement Officer to deliver quick results, minimise supply risks, review and transform processes, recover delinquent projects, build capabilities and tackle tough spend categories. You can lean on us to help you reduce the overall cost of acquisition through best practice sourcing and purchasing strategies, processes and technologies.





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