



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Tendering, Procurement & Negotiation Skills

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

No organisation can succeed without good procurement. To achieve the best value for money, it is crucial to appoint top-tier suppliers and ensure that contracts are well-structured. Employing the right processes for supplier selection will help control costs, enhance quality, and boost organizational efficiency. Suppliers aim to maximize their returns, so establishing a productive relationship is key for both short-term gains and long-term success. Mastery of tendering, procurement, and negotiation is essential for organizational success, demanding thorough planning and preparation rather than relying on chance and optimism. This Tendering, Procurement & Negotiation Skills training course explores the process of identifying, selecting and negotiating with the suppliers that will help your organisation.

Why Attend

This course uses instructor-led sessions, guided discussion, and practical exercises built around Day One: How Tendering and Procurement Aligns with the Organisation Strategy, Day Two: The Tendering Process, Day Three: Advanced Procurement Skills, and day four: the negotiation process.

Who Should Attend

Contracts, Purchasing, and Project Personnel
Procurement Personnel Who are Responsible for Negotiations
Other Managers Involved in the Planning, Evaluation, Preparation and Management of Tenders and Specifications that Cover the Acquisition of Materials, Equipment, and Services

— Learning Objectives

- Select the Right Procurement Strategy
- Develop Competitive Bidding Processes
- Evaluate Tenders
- Negotiate with Suppliers
- Run and Administer Tender Processes

Course Outline

DAY
1

Day One: How Tendering and Procurement Aligns with the Organisation Strategy

- Influence of the external environment
- Adapting to new business models in the light of the recent pandemic
- Critical supply strategies
- Transforming the Supplier relationship
- The Procurement cycle

DAY
2

Day Two: The Tendering Process

- Elements of a good procurement process
- Selecting the right contracting strategy
- Stages in the tendering process
- Developing tender evaluation criteria
- Negotiating with short-listed suppliers
- Is a good price the only factor in the process?

DAY
3

Day Three: Advanced Procurement Skills

- Transforming the supplier relationship
- Defining the organization's mission in supplier relationships
- Understanding how to be a good customer
- Differentiating between SRM and collaboration
- Is the optimisation of the supply base the only way of working?

DAY
4

Day Four: The Negotiation Process

- Communication techniques
- Avoiding confrontational negotiations
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures

DAY
5

Day Five: Implementing Improvements in the Organisation

- Attract and retain procurement management talent
- Producing a realistic personal action plan for improvement
- Business continuity and contingency planning for procurement

- What is Activity-Based Costing
- Ways that procurement can improve finances
- Putting an action plan together

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Istanbul - Türkiye	€2,100
2 - 6 November 2026	Amsterdam - Netherlands	€2,125
21 - 25 December 2026	London - United Kingdom	€2,100
18 - 22 January 2027	Istanbul - Türkiye	€1,425
15 - 19 February 2027	Paris - France	€2,250
15 - 19 March 2027	Istanbul - Türkiye	€2,100
19 - 23 April 2027	Kuala Lumpur - Malaysia	€1,400
17 - 21 May 2027	Rome - Italy	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.