Haward Technology Middle East

COURSE OVERVIEW FM0172
Tactical Purchasing Practices for Cost Optimization

Course Title
Tactical Purchasing Practices for Cost Optimization

Course Date/Venue
Session 1: May 11-15, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Session 2: September 08-12, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
FM0172

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the "MS Excel" application.

This course is designed to provide delegates a detailed and up-to-date overview of Tactical Purchasing Practices for Cost Optimization. It covers the importance of tactical purchasing in cost management; the procurement expenses without compromising quality, enhancing supplier relationships and minimizing waste and inefficiencies in the supply chain; the procurement needs and specifications and supplier selection and evaluation including purchase order management and follow up; the role of tactical purchasing in supply chain management and building a cost-effective procurement strategy; adhering to local and international procurement laws; and managing risks related to non-compliance.

Further, the course will also discuss the supplier evaluation and selection criteria and negotiation techniques with suppliers; building trust and collaboration with suppliers; managing performance through regular reviews and handling disputes and conflicts effectively; the cost-effective sourcing methods and supplier risk management; the leveraging technology for supplier management; and the cost breakdown analysis, budgeting for procurement, category management and purchase order optimization.

During this interactive course, participants will learn to balance inventory levels to reduce holding costs, implement just -in-time (JIT) inventory practices, managing stockouts and excess inventory and use inventory analytics for decision-making; eliminating waste in the procurement process and cost saving through volume leverage; implementing collaborative purchasing with stakeholders, data-driven decision making in purchasing and contract management for cost optimization; the opportunities for outsourcing procurement tasks, managing third-party procurement services and measuring the cost - effectiveness of outsourcing; the sustainable purchasing practices, purchasing performance monitoring and reporting and communication in procurement; and auditing procurement process and continuous improvement in tactical purchasing.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on tactical purchasing practices for cost optimization

- Discuss the importance of tactical purchasing in cost management

- Reduce procurement expenses without compromising quality, enhance supplier relationships and minimize waste and inefficiencies in the supply chain

- Identify procurement needs and specifications and apply supplier selection and evaluation including purchase order management and follow up

- Identify the role of tactical purchasing in supply chain management and build a cost-effective procurement strategy

- Adhere to local and international procurement laws and manage risks related to non-compliance

- Carryout supplier evaluation and selection criteria and negotiation techniques with suppliers

- Build trust and collaboration with suppliers, manage performance through regular reviews and handle disputes and conflicts effectively

- Apply cost-effective sourcing methods and supplier risk management as well as discuss the leveraging technology for supplier management

- Illustrate cost breakdown analysis, budgeting for procurement, category management and purchase order optimization

- Balance inventory levels to reduce holding costs, implement just -in-time (JIT) inventory practices, manage stockouts and excess inventory and use inventory analytics for decision-making

- Eliminate waste in the procurement process and apply cost saving through volume leverage

- Implement collaborative purchasing with stakeholders, data-driven decision making in purchasing and contract management for cost optimization

- Identify opportunities for outsourcing procurement tasks, manage third-party procurement services and measure the cost -effectiveness of outsourcing

- Employ sustainable purchasing practices, purchasing performance monitoring and reporting and communication in procurement

- Audit procurement process and apply continuous improvement in tactical purchasing

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of tactical purchasing practices for cost optimization procurement managers/officers, supply chain managers, operations managers, financial analysts, controllers and safety officers and other technical staff.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 8,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- **BAC**   British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **IACET**   The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the **President** of **DSR Consulting** and the **Professor** of **Business Studies Unit** (BSU) at **Durban Institute of Technology** (DIT), where he is lecturing at **MBA level** in **Contract Management**, **Logistics & Supply Chain Management**, **Inventory Management**, **Transportation Management**, **Project Management**, Operations Management, Procurement Management, **Human Resources Management** (**HRM**), **Market Intelligence & Analysis**, **Leadership** & **Change** Management, **Presentation** Skills, **Negotiation** Skills, **Interpersonal** Skills, **Communication** Skills, **Adaptability** & **Flexibility**, **Learning** & **Self Development**, **Industrial Relationships**, **Driving Performance**, **Performance** Measurement, **Performance Goal** Implementation, **Time Management** Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, **Problem Solving & Decision Making**, **ISO 9001 Lead Auditor**, **Commercial Negotiation & Legal Aspects**, Logistics & Supply Chain Management, **Quality Management**, **Project Financial Planning**, **Financial Management**, **Materials Inventory Management**, **Budgeting & Cost Control**, **Project Accounting**, Entrepreneurship and International Business.

Mr. Robinson has over **45 years** of international experience in **Contract** Management, **Quality** Management, **ISO Standards**, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization. Further, he is a **Registered Assessor** of **Quality** Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing.

As a leader in the **Quality**, Procurement and Logistics fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager**, **Quality Manager**, **Procurement Manager**, **Logistics Manager**, **Logistics Superintendent**, **Project & Contract Manager**, **Purchasing Supervisor**, **SAP Facilitator**, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, **Contract** management, **Project** Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and **Quality Management Systems**.

Mr. Robinson has a **Master** degree in **Business Administration** (**MBA**) from the **University of Durban-Westville**, a **Bachelor** degree with **Honors** in **Business Management** and **Administration** and **Diplomas** in **Medical Technology**, **Marketing Management**, **Business Management** and **Project Management** from the **University of Rhodesia** and from the **Damelin Management Schoo**l respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**), an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.

Haward Technology Middle East

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0900	**Understanding Tactical Purchasing** *Definition and Role of Tactical Purchasing • Difference Between Tactical and Strategic Purchasing • Importance of Tactical Purchasing in Cost Management • Aligning Tactical Purchasing with Organizational Goals*
0900 – 0930	**Key Objectives of Cost Optimization** *Reducing Procurement Expenses without Compromising Quality • Enhancing Supplier Relationships for Better Value • Minimizing Waste and Inefficiencies in the Supply Chain • Leveraging Purchasing Data for Decision-Making*
0930 – 0945	*Break*
0945 – 1115	**Procurement Process Overview** *Stages of the Procurement Cycle • Identifying Procurement Needs and Specifications • Supplier Selection and Evaluation • Purchase Order Management and Follow-up*
1115 – 1230	**Role of Tactical Purchasing in Supply Chain Management** *Supporting Operational Efficiency • Ensuring Timely Delivery of Materials • Managing Short-Term Supply Chain Disruptions • Balancing Cost and Service Level Agreements (SLAs)*
1230 – 1245	*Break*
1245 – 1330	**Building a Cost-Effective Procurement Strategy** *Setting Clear Cost Optimization Goals • Identifying Areas of High Procurement Spend • Aligning Procurement Strategy with Market Conditions • Monitoring and Adjusting the Strategy as Needed*
1330 – 1420	**Regulatory & Compliance Considerations** *Adhering to Local and International Procurement Laws • Ensuring Compliance with Environmental and Labor Standards • Managing Risks Related to Non-Compliance • Ethical Considerations in Tactical Purchasing*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	**Supplier Evaluation & Selection Criteria** *Key Factors for Evaluating Suppliers Price, Quality, Capacity) • Methods for Supplier Pre-Qualification • Balancing Cost vs. Value in Supplier Selection • Using Scorecards to Assess Suppliers*
0830 – 0930	**Negotiation Techniques with Suppliers** *Preparing for Effective Supplier Negotiations • Techniques for Achieving Cost Reductions • Managing Win-Win Negotiation Outcomes • Handling Difficult Negotiation Scenarios*
0930 – 0945	*Break*
0945 – 1100	**Supplier Relationship Management (SRM)** *Building Trust and Collaboration with Suppliers • Communication Best Practices in SRM •Managing Performance Through Regular Reviews • Handling Disputes and Conflicts Effectively*

1100 – 1230	**Cost-Effective Sourcing Methods**
	Single vs. Multiple Sourcing Strategies • Global vs. Local Sourcing for Cost Savings • Using Group Purchasing Organizations (GPOs) • Leveraging e-Auctions for Competitive Pricing
1230 - 1245	*Break*
1245 – 1230	**Supplier Risk Management**
	Identifying Risks in Supplier Relationships • Developing Contingency Plans for Supplier Failures • Monitoring Supplier Financial Stability •Diversifying the Supplier Base for Risk Mitigation
1245 – 1420	**Leveraging Technology for Supplier Management**
	Using Supplier Management Software for Efficiency • Implementing Supplier Portals for Real-Time Communication • Tracking Supplier Performance with Analytics Tools •Automating Supplier Evaluation Processes
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Cost Breakdown & Analysis**
	Understanding Cost Structures in Supplier Pricing • Identifying Direct vs. Indirect Procurement Costs • Total Cost of Ownership (TCO) Analysis • Using Cost Analysis to Drive Negotiations
0830 – 0930	**Budgeting for Procurement**
	Setting Realistic Procurement Budgets • Monitoring and Controlling Procurement Expenses • Managing Cost Overruns in Purchasing • Aligning Procurement Budgets with Organizational Goals
0930 – 0945	*Break*
0945 – 1030	**Category Management**
	Categorizing Spend for Better Cost Control • Developing Category-Specific Sourcing Strategies • Analyzing Market Trends for Category Optimization • Continuous Improvement in Category Management
1030 – 1115	**Purchase Order Optimization**
	Streamlining the Purchase Order Process •. Ensuring Accuracy in Purchase Orders • Reducing Lead Times Through Efficient Order Management • Monitoring and Minimizing Order Discrepancies
1115 – 1230	**Inventory Management & Cost Control**
	Balancing Inventory Levels to Reduce Holding Costs • Implementing Just-In-Time (JIT) Inventory Practice • Managing Stockouts and Excess Inventory • Using Inventory Analytics for Decision-Making
1230 – 1245	*Break*
1245 – 1420	**Eliminating Waste in the Procurement Process**
	Identifying Inefficiencies in Purchasing Workflows • Reducing Waste through Process Standardization • Applying Lean Principles to Procurement • Measuring and Tracking Waste Reduction Efforts
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**Cost Savings through Volume Leverage** *Negotiating Bulk Discounts with Suppliers • Consolidating Orders to Reduce Costs • Group Purchasing Strategies for Volume Leverage • Tracking Cost Savings from Volume Discounts*
0830 – 0930	**Collaborative Purchasing with Stakeholders** *Aligning Procurement Activities with Internal Stakeholders. • Gathering input from End-Users for Purchasing Decisions • Managing Expectations While Optimizing Costs • Building Cross-Functional Teams for Procurement*
0930 – 0945	*Break*
0945 – 1100	**Data-Driven Decision Making in Purchasing** *Collecting and Analyzing Procurement Data • Identifying Cost-Saving Opportunities Through Analytics • Using Dashboards for Real-Time Purchasing Insights • Forecasting Procurement Trends with Data Models*
1100 – 1230	**Contract Management for Cost Optimization** *Drafting Cost-Effective Purchasing Contracts • Monitoring Compliance with Contract Terms • Reviewing Contracts for Cost Savings Opportunities • Renegotiating Contracts for Improved Pricing*
1230 – 1245	*Break*
1245 – 1315	**Outsourcing & Third-Party Procurement** *Identifying Opportunities for Outsourcing Procurement Tasks • Managing Third-Party Procurement Services • Measuring the Cost-Effectiveness of Outsourcing • Mitigating Risks Associated with Third-Party Procurement*
1315 – 1420	**Sustainable Purchasing Practices** *Adopting Green Procurement Policies • Encouraging Suppliers to Adopt Sustainability Practices • Balancing Cost Savings with Environmental Impact • Measuring the ROI of Sustainable Purchasing*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

**Day 5**

0730 – 0830	**Monitoring Purchasing Performance** *Key Performance Indicators (KPIs) for Procurement • Tracking Cost Savings and Efficiency Gains • Analyzing Supplier Performance Metrics • Adjusting Strategies Based on Performance Data*
0830 – 0930	**Reporting & Communication in Procurement** *Preparing Procurement Reports for Stakeholders • Communicating Cost Optimization Results Effectively • Using Visual Tools for Data Presentation • Aligning Procurement Reporting with Organizational Goals*
0930 – 0945	*Break*
0945 – 1100	**Auditing Procurement Processes** *Importance of Procurement Audits for Cost Control • Conducting Internal and External Audits • Identifying Gaps and Inefficiencies in Purchasing • Implementing Audit Recommendations for Improvement*
1100 – 1215	**Continuous Improvement in Tactical Purchasing** *Encouraging Innovation in Procurement Practices • Using Feedback to Refine Purchasing Strategies • Identifying Emerging Trends in Cost Optimization • Building a Culture of Continuous Improvement*
1215 – 1230	*Break*

1230 – 1315	**Future Trends in Tactical Purchasing** *Role of Artificial Intelligence and Machine Learning in Purchasing • Predictive Analytics for Procurement Decision-Making • Blockchain for Transparency in Supply Chains • Preparing for Future Challenges in Tactical Purchasing*
1315 – 1345	**Future Trends in Tactical Purchasing (cont'd)** *Role of Artificial Intelligence and Machine Learning in Purchasing • Predictive Analytics for Procurement Decision-Making • Blockchain for Transparency in Supply Chains • Preparing for Future Challenges in Tactical Purchasing*
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using "MS-Excel" application.

MS-Excel
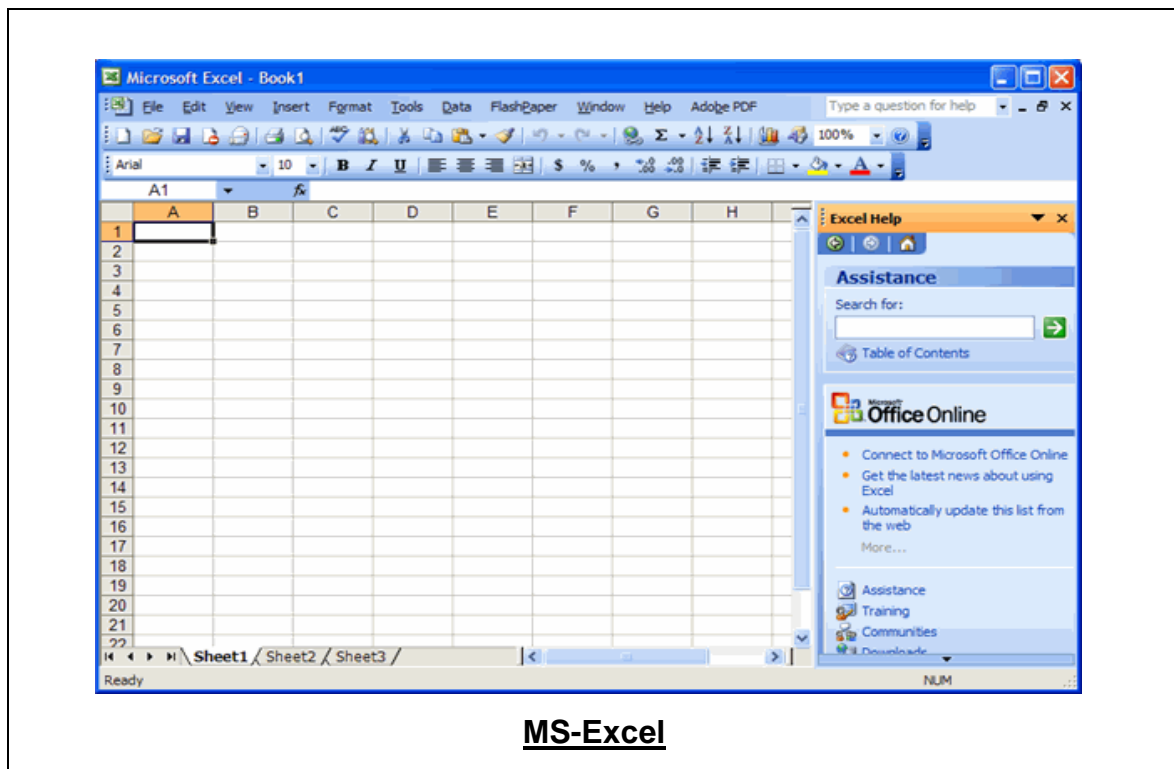
Course Coordinator

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