

Course : Purchasing manager, the basics

Practical course - 2d - 14h00 - Ref. HAT
Price : 1590 CHF E.T.

This training course will enable you to acquire a global vision of the missions and challenges of the purchasing manager function in the age of CSR. You'll learn how to define and share a purchasing policy, develop supplier relations, manage your team and communicate with purchasing stakeholders.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Define the purchasing strategy best suited to the company's strategy
- ✓ Define internal and external communication initiatives
- ✓ Understanding different purchasing strategies
- ✓ Implement supplier relationship management
- ✓ Managing a purchasing team

Intended audience

Purchasing managers, purchasing group managers, purchasing family managers.

Prerequisites

Basic knowledge of purchasing tools.

Practical details

Exercise

Case studies and exercises help you get the most out of the main methods and tools presented.

Course schedule

PARTICIPANTS

Purchasing managers, purchasing group managers, purchasing family managers.

PREREQUISITES

Basic knowledge of purchasing tools.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Purchasing policy and corporate strategy

- The purchasing function: new expectations.
- From the company's overall strategy to the development of the purchasing mission.
- Defining a purchasing policy: the content of a purchasing policy.
- Mapping purchasing activities and identifying issues and risks in the age of CSR.

Case study

Analysis of the purchasing policies of several companies and organizations. Identify key purchasing issues and risks.

2 Define purchasing strategy by purchasing family

- The basics of strategic analysis: SWOT.
- The different purchasing strategies and the main levers of purchasing performance.
- Apply the Kraljic matrix.

Hands-on work

Carry out a strategic analysis. Analyze a market. Recommend a strategy.

3 Manage supplier relations and anticipate risks

- Develop a proactive approach to the supplier market using Porter's analysis.
- Segment the supplier panel.
- Choose the type of relationship to develop according to the segmentation: co-development, partnership, reverse auction, etc.
- Establish a code of ethics.
- Manage risks proactively with the risk matrix.
- Developing performance with PDCA.

Hands-on work

Based on given situations, participants define the type of relationship to be developed. Drawing up a risk matrix.

4 Manage the purchasing team

- Define missions and set objectives.
- Know how to recruit.
- Know how to delegate.
- Evaluate employee performance.
- Know your management style to improve your leadership skills.
- Purchasing skills: soft and hard skills.
- Know your management style to develop commitment and performance.
- Implement a buyer's code of ethics.

Case study

Self-diagnosis of management style. Study of several ethical codes.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Develop your communication skills

- The various stakeholders in the purchasing function.
- Lines of communication with suppliers.
- Internal communications: the different dashboards.

Hands-on work

Drawing up a communication plan and selecting the right tools for a communication operation.

Dates and locations

REMOTE CLASS

2026 : 8 June, 8 June, 19 Oct., 19 Oct.