

Course : Optimize the purchase and management of a corporate fleet

car fleet, telecoms, IT...

Practical course - 2d - 14h00 - Ref. VEH

Price : 1590 CHF E.T.

★★★★☆ 4,4 / 5

Managing a fleet of cars, computers, telecoms... represents a major budget item in the non-production purchasing category. This training course will help you understand the many parameters and best practices for optimizing this complex purchasing family.

Teaching objectives

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

- ✔ Setting targets for fleet management
- ✔ Contractualization based on fleet management
- ✔ Ensure effective and efficient fleet management follow-up

Intended audience

Non-production buyers, indirect buyers, general services, people in charge of fleet management.

Prerequisites

Knowledge of your company's purchasing values and processes.

Practical details

Teaching methods

Andragogy, collective reflection and practical application

Course schedule

PARTICIPANTS

Non-production buyers, indirect buyers, general services, people in charge of fleet management.

PREREQUISITES

Knowledge of your company's purchasing values and processes.

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 Understanding the challenges of fleet management

- Define portfolio scope.
- Measure the impact of fleet purchasing on company organization.
- Manage communication with the various players: IT department, HR department, etc.
- Empower employees/users.
- Evaluate the financial and tax implications.

Group discussion

Does fleet purchasing reflect corporate culture and values? A discussion.

2 Structuring sourcing and calls for tender

- Identify and analyze market players.
- Involve internal players and customers in defining specifications.
- Identify specific evaluation criteria for products and services.
- Build the evaluation grid.

Exercise

Determine the ACDE matrix for each type of park.

3 Choosing an efficient and effective service provider

- Base your negotiation points on the guiding criteria.
- Analyze the advantages of leasing versus buying.
- Develop a co-constructive, value-creating approach.
- Review the stages of negotiation: collection, reception, progress.
- Formalize purchasing conditions.
- Integrate important legal clauses.

Role-playing

Implement a co-constructive negotiation approach.

4 Fleet management

- Choose a management tool: IS solution, supplier platform.
- Define monitoring criteria: contractual, personal, company data, etc.

Case study

Determine the sorting criteria for each park.

5 Building reporting and appropriate communication

- Monthly financial monitoring for each department.
- Control costs: total cost of ownership.
- Draw up procedures and associated method sheets.
- Deploy and communicate purchasing policy throughout the company.
- Promoting eco-responsible behavior.

Group discussion

Build a fleet management policy and integrate the CSR dimension.

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.

REMOTE CLASS

2026 : 18 June, 18 June, 29 Oct., 29 Oct.