

# Fundamentals of Purchasing

## Objective:

Participants will learn:

- Basics needed to handle purchasing effectively
- Updated concepts for cost and time effective purchasing
- Purchasing's role in the organisation and methods of maximizing value

## Course Outline:

- The Evolution and Importance of Purchasing
- Purchasing Objectives and Strategies
- Purchasing Policies and Procedures
- Supplier Selection and Performance Management Techniques
- Specialized Purchasing Tools
- Effective Negotiations
- Legal Framework of Supply Management
- International Purchasing
- Ethics in Purchasing
- Performance Management and Professional Development for the Buyer

## Course Details:

Start Date: March 3rd, 2009

End Date: April 7th, 2009

Day: Thursdays

Time: 5:30p.m. - 8:30p.m.

Cost: \$1,150.00

Location: Port-of-Spain Campus

**Target Audience:**

The course is designed for those persons that are new to purchasing or veteran professionals, looking for a refresher course to reinforce existing skills. It will also be of interest to persons who interact with the purchasing department as part of the process organisation.

**For further information please contact:**

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