



Accelerate your career

2022

*Learning
Directory*

**CIPS training courses for procurement and
supply professionals at all levels**

“ I would like to thank CIPS MENA for a very enriching and interactive course that was filled with current regional and international cases. I hope to use some of the knowledge I gained in my CIPS Risk Management exam. ”

Kumbirai Annie Tineyi - CIPS Diploma Member



Getting the best from your training

CIPS training courses encompass every aspect of a career in procurement, from new starters in the profession to senior professionals.

There's never a time that you will have learned everything and no matter how experienced you become there's always scope to enhance your skills.

Contents

Procurement

- Introduction to procurement and category management
- Category Management
- Strategic Sourcing and Tendering

Supply chain & logistics

- Forecasting techniques
- Assessing, managing and mitigating risk
- Inventory Management

People management & leadership

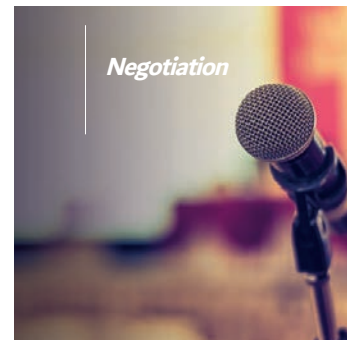
- Supplier relationship management
- Supplier Performance - Measurement and Management

Negotiation

- Introduction to negotiation
- Effective negotiation
- Advanced negotiation

Legal, contracts & contract management

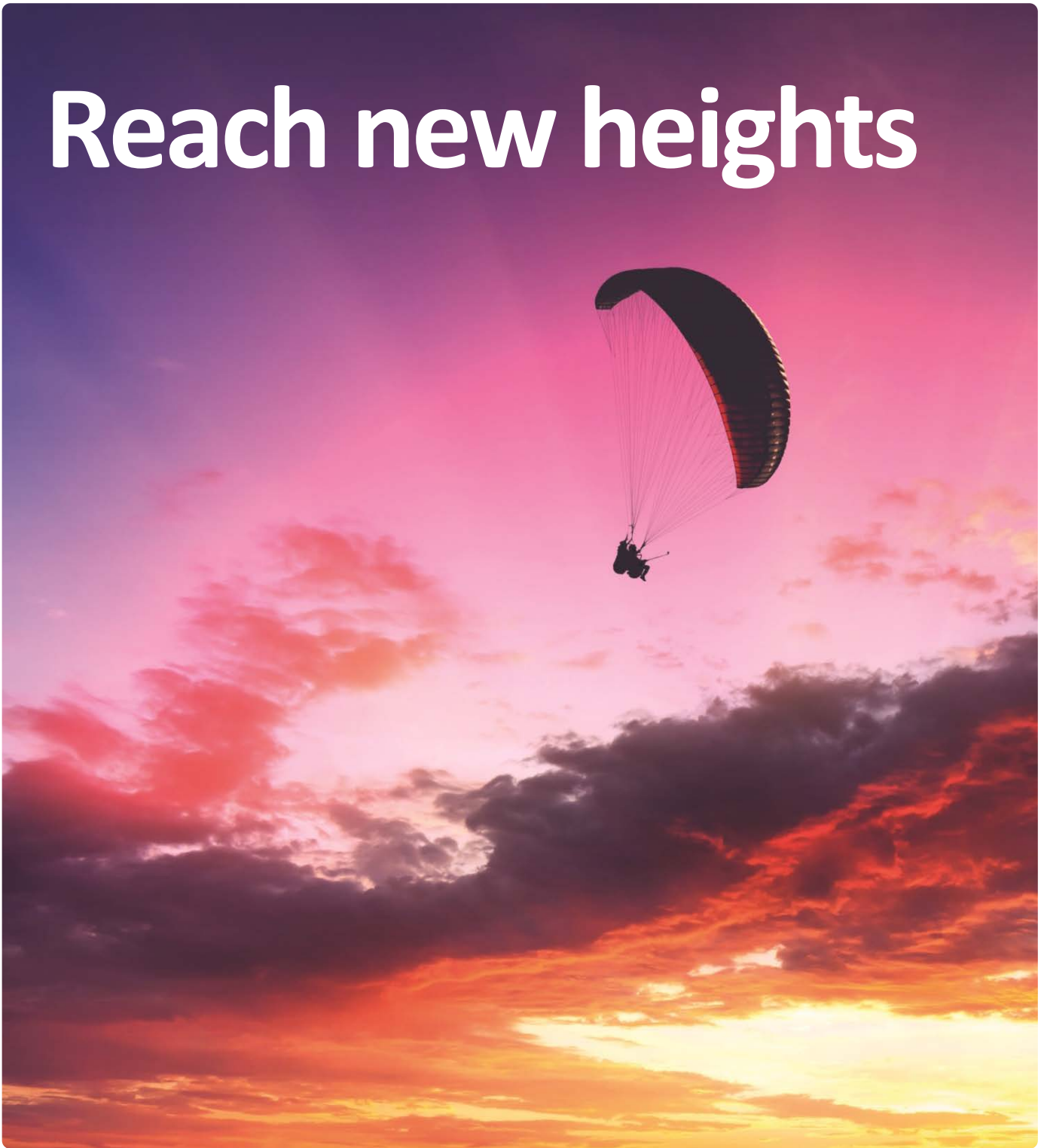
- Introduction to contracts
- Contract management
- Contract Drafting - Developing contracts



Further information

- Venue and event information
- Training calendar
- Terms and conditions

Reach new heights



Introduction to procurement and category management SMA02

Understand the end-to-end process and gain a toolkit of practical procurement techniques

Is it right for me?

This interactive one-day training course considers fundamental elements of the procurement process, together with basic tools and techniques used within procurement and supply. It provides a robust grounding in procurement basics and is designed for those in a junior procurement/supply chain role or those new to the discipline.

What will I learn?

By the end of this course you will be able to:

- Understand the basic fundamentals of the procurement cycle and how each phase contributes to the effective management of spend categories and the supply chain function
- Understand the need for the involvement of procurement in specification development and build a basic understanding of the category sourcing process
- Undertake supplier appraisal, develop a post tender appraisal and develop tender/RFQ templates
- Describe the difference between performance and supplier relationship management, and how to effectively manage termination.

What key points will the training cover?

- Introduction to procurement and supply
 - Role and value-add of procurement
 - Category management
 - Supply chain management
 - Ethical considerations
- Planning and specifying the purchase
 - Planning procurement activities
 - Five 'rights' of procurement
 - Characteristics of different spend categories
 - Types of specification
 - Engaging suppliers in early discussion
- Managing the competitive bid process
 - Selection, process and evaluation criteria
- Implementation
 - Award and supplier performance management

Date : March 22, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Category management (SMC01)

Enhance your knowledge and skills in this increasingly important procurement area

Is it right for me?

This two-day course will develop your expertise and skills in category management, by examining tools and techniques which can be implemented in your own organisation. It is particularly beneficial to experienced procurement professionals and managers who wish to imbed category management processes in their organisation or those who have previously attended *Introduction to procurement and category management*.

What will I learn?

By the end of this course you will be able to:

- Understand why category management is an essential procurement tool
- Appreciate the benefits of successfully implementing category management
- Decide which approaches to category management are best suited to your organisation
- Utilise a range of tools and techniques to develop category management in your organisation
- Identify an appropriate implementation strategy

What key points will the training cover?

- Rationale and principles of category management
- Assessing the main categories of expenditure
- Models for category management
- The importance of market factors on implementing category management
- Implementation of category management
- Behavioural and technical skills required to implement category management
- Making the category management approach work for your business

Date : March 23-24, 2022

Venue: Virtual training

Cost

£736 + VAT members

£920 + VAT non-members with 1 year CIPS membership

Strategic sourcing and tendering

SGC01

Influence your organisation's strategy to source effectively

Is it right for me?

This two-day course has been designed and developed as a practitioner's guide to support procurement professionals with the implementation of appropriate sourcing techniques. Delegates will understand the end-to-end process, from specification development through to contract award and management. It would be ideally suited to those setting and implementing procurement strategies.

What will I learn?

By the end of this course you will be able to:

- Influence the development of needs generation and specification writing
- Analyse your current procurement environment to identify the appropriate sourcing options for your needs
- Create relevant selection and contract award criteria
- Assess the effectiveness of your organisation's contract management approach

What key points will the training cover?

- Specifications and their importance
- Analysis of the current situation
- Analysis of the market vs. stakeholder requirements
- Sourcing options and routes to market
- Selection and award criteria
- Implementation and contract management

Date : March 30-31, 2022

Venue: Virtual training

Cost

£736 + VAT members

£920 + VAT non-members with 1 year CIPS membership

Forecasting techniques

Understand and apply baseline forecasting concepts to better manage demand

Is it right for me?

Forecasting is a decision-making tool used by a business to help in budgeting, planning, and estimating future growth. It is an attempt to predict future outcomes based on past events and management insight. This course will provide you with an insight and the baseline tool & techniques to help you better manage and react to fluctuations in demand. This course is suitable for the procurement professional or anyone from wider the supporting functions who wish to increase their knowledge.

What will I learn?

By the end of this course you will be able to:

- Explain the rationale for forecasting and some of the limitations
- Demonstrate a knowledge of a variety of forecasting techniques
- Apply forecasting techniques to the business environment

What key points will the training cover?

- Forecasting approaches
- Elementary techniques
 - Subjective judgement
 - Moving averages
 - Exponential smoothing
 - Adoptive forecasting
- Advanced techniques
 - Causal models
 - Advanced statistical models
 - Scenario modelling
 - Trends and seasonality
- Forecasting process

Date : May 17, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Assessing, managing and mitigating risk (MMC01)

How to reduce the possibility and impact of risk within your supply chain

Is it right for me?

This course will provide tools, techniques and ideas to help you to recognise and mitigate against potential risks within your supply chains. It will assist delegates to identify, analyse and evaluate their organisation's own areas of resilience and vulnerability, as well as providing guidance on how to implement risk prevention strategies.

What will I learn?

By the end of this course you will be able to:

- Identify common areas of resilience and vulnerability
- Use different tools and techniques to identify different risks and the most appropriate response
- Assess the risk and its impact on your organisation, project or contract and develop appropriate risk management strategies
- Create approaches to ensure risk is mitigated and ethical practice is adopted

What key points will the training cover?

- Benefits of risk management and the impact of inaction
- Risk identification and main categories of risk
- Risk management cycle
- Strategic risk planning
- Mitigation strategies

Date : May 18, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Inventory management (SMB05)

Achieve the right balance between inventory and demand

Is it right for me?

Managing inventory is a critical activity in any business. It supports the delivery of goods to the customer and defines the level of customer service. This course will provide you with the knowledge and techniques to better manage your inventory and how this can impact positively both on customer satisfaction and on your bottom line. It will also allow a greater understanding of the costs associated with storage and how to reduce these through improved management.

What will I learn?

By the end of this course you will be able to:

- Understand the basics of stock management and how it impacts on the business and customer service
- Be able to understand and implement different types of replenishment system
- Understand the costs associated with stock holding
- Be able to analyse warehouse stock and suggest ways of reducing stock and minimising inventory
- Better understand the material requirements planning process

What key points will the training cover?

- Replenishment methods, systems and variations
 - Re-order point
 - Periodic Review
 - Impact of uneven demand
 - Managing demand
 - Material requirements planning
 - Kanban systems
 - Consignment stocks
- Management of inventory
- The review cycle

Date : May 19, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Supplier relationship management (DGC03)

Develop and maintain positive supplier relationships

Is it right for me?

This one-day course provides an understanding of the strategic importance of effective supplier relationship management (SRM) to your organisation. It will cover the growing importance of supplier relationships in terms of innovation, risk management and competitive advantage.

What will I learn?

By the end of this course you will be able to:

- Define SRM and what it means for your organisation
- Implement appropriate SRM practices during the procurement life cycle
- Develop strategies for improving and/or maintaining positive relationships
- Demonstrate skills for regularly reviewing relationships and how to take positive action

What key points will the training cover?

- Understanding the buyer-supplier relationship
- The role and attributes of an effective supplier relationship manager
- Key SRM strategies
- Collaborative working
- Conflict resolution
- Supplier development
 - Stages
 - Incentivisation

Date : June 8, 2022

Venue: Dubai

Cost

£480 + VAT members

£600 + VAT non-members with 1 year CIPS membership

Supplier performance – measurement and management

Ensure your suppliers are achieving and maintaining positive working behaviours

Is it right for me?

This one-day course will provide guidance on maintaining strong supplier performance, with particular focus on the measures and performance criteria by which the suppliers will be assessed. Delegates will understand how to set and get agreement for appropriate and workable targets. The course will also explore how to regularly evaluate supplier performance and how to address performance issues.

What will I learn?

By the end of this course you will be able to:

- Understand the benefits of regular supplier performance management
- Identify and develop appropriate key performance indicators (KPIs)
- Carry out regular assessment and evaluation of suppliers using a variety of mechanisms and techniques including the use of service level agreements (SLAs)
- Develop strategies to reinforce positive working behaviours and prevent poor performance

What key points will the training cover?

- Performance management process
- Key performance indicators (KPIs)
 - Target setting
- Assessment and evaluation tools and techniques
- Service level agreements (SLAs)
 - Agreeing SLAs
 - Mechanisms for monitoring SLAs
- Performance reviews, outcomes and action plans

Date : June 9, 2022

Venue: Dubai

Cost

£480 VAT members

£600 + VAT non-members with 1 year CIPS membership

Introduction to negotiation (DGA01)

The essential skills and techniques needed for negotiation

Is it right for me?

This one-day training course is aimed at individuals in procurement and supply functions who are new to, or have limited knowledge of negotiation. The course considers the essential elements of the negotiation process and the techniques required to achieve successful outcomes.

What will I learn?

By the end of this course you will be able to:

- Understand your own negotiation style and recognise that of others
- Plan and prepare for a negotiation
- Identify a range of techniques and tactics to use throughout a negotiation process
- Apply learning through negotiation role-play

What key points will the training cover?

- Introduction to negotiation theory and approaches
- Importance of supply positioning and supplier preferencing
- Negotiation styles
- The negotiation process - phases of negotiation
- Importance of preparation and planning
- Attributes of a skilled negotiator

Date : July 21, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Effective negotiation (DGB01)

Learn the key skills to become a more confident and effective negotiator

Is it right for me?

This two-day course aims to explain the key stages of the negotiation process and the tactics associated with persuading and influencing sales personnel to agree the best deal. Delegates will practice how to use a negotiation checklist and template to plan and manage their approach to negotiations and be provided with the opportunity to practice negotiation in a safe environment.

What will I learn?

By the end of this course you will be able to:

- Understand the main models and processes of negotiation
- Plan and manage a negotiation with a supplier
- Apply the appropriate persuasion skills to achieve the optimum output
- Identify and negotiate key contract variables
- Recognise the importance of personal attributes and behaviour during a negotiation

What key points will the training cover?

- Analyse the different phases of negotiation
- The negotiation process
- Persuasion methods and tactics in negotiation
- Effective behaviours in negotiation
- Negotiation roleplay

Date : August 17 - 18, 2022

Venue: Virtual training

Cost

£736 + VAT members

£920 + VAT non-members with 1 year CIPS membership

Advanced negotiation (DGC01)

Explore advanced tools and techniques to perfect your negotiation skills

Is it right for me?

Building on the learning in *Effective negotiation*, this two-day course will provide guidance on advanced negotiation techniques and strategies, providing delegates with greater understanding of negotiation styles and emotional intelligence. It will also examine the effective use of non-verbal negotiation techniques and develop understanding of negotiating in different cultural environments. It is ideally suited for those with considerable negotiation experience, who wish to further develop their skills and knowledge in this essential topic.

What will I learn?

By the end of this course you will be able to:

- Effectively plan and prepare for multi-level negotiations
- Structure negotiation teams to meet given deadlines
- Develop and deploy negotiation strategies, effective at all levels of the organisation
- Have an in depth understanding of negotiating styles and the strengths and weaknesses
- Be able to understand and apply the effective use of body language
- Appreciate the implications of cultural differences in negotiations

What key points will the training cover?

- Strategic planning
- Understanding people and developing relationships
- Building effective negotiation teams
- Negotiating in different cultures
- Dealing with difficult or challenging people

Date : September 21 - 22, 2022

Venue: Dubai

Cost

£960 + VAT members

£1200 + VAT non-members with 1 year CIPS membership

Introduction to contracts (CGA01)

How to construct legally binding contracts

Is it right for me?

All buyers, particularly those in a junior procurement and supply chain role and those new to the discipline, need to be aware of the essential legal principles governing contracts - not just to solve disputes but more importantly, how to avoid them. This interactive one-day training course is particularly relevant for those who are involved in helping to develop and manage contracts and considers issues relating to the setting up of procurement contracts and their key contract clauses.

By the end of this course you will be able to:

- Demonstrate increased awareness of the fundamentals of contracts and contract law within the procurement function
- Appreciate the potential risks relating to the formation of contracts and how best to address them
- Demonstrate increased understanding of the role and significance of specific core clauses in the contract and how they can provide robust positions when entering contractual relationships with suppliers
- Understand the role played by the Sale of Goods Act 1979 and the Supply of Goods & Services Act 1982 in implying contractual duties on the supplier
- Appreciate the procedural options available when attempting to resolve disputes with suppliers and their relative strengths and weaknesses
- Understand the available legal remedies for breach of contract

What key points will the training cover?

- Introduction to basic contract law
- The essentials of a valid contract
- Tenders, enquiries, quotations - are they legally binding?
- The battle of the forms - whose terms govern the contract (and how to avoid it)

Contract terms

- Express and implied terms - how do they relate to each other?
- Implied terms - the Sale of Goods Act 1979 and the Supply of Goods and Services 1982
- Some key express terms of the contract - exclusions and limitations of liability, force majeure, transfer of property and risk, liquidated damages, dispute resolution, transition and exit

Remedies for breach of contract

- Conditions and warranties
- Termination rights
- Damages

Date : October 20, 2022

Venue: Virtual training

Cost

£368 + VAT members

£460 + VAT non-members with 1 year CIPS membership

Developing contracts (EEC01)

Ensuring effective buyer-supplier relationships through your contracts

Is it right for me?

This two-day workshop will provide you with the knowledge and skills to develop a set of standard terms and conditions for procurement. It will examine the commercial legal framework in which you will be required to operate and explore the key considerations for protecting your organisation.

What will I learn?

By the end of this course you will be able to:

- Understand the impact of effective contracts on buyer-supplier relationships
- Demonstrate knowledge of the key legal considerations when developing a contract
- Prepare a standard set of conditions and explain the use of key contracting terms
- Manage contract amendments effectively

What key points will the training cover?

- The form of the contract
- Terms and conditions - what are they?
- Commercial legal considerations
- Developing key contract clauses
- The differences between contracts for goods and for services

Date : November 16 - 17, 2022

Venue: Virtual training

Cost

£736 + VAT members

£920 + VAT non-members with 1 year CIPS membership

Contract management (CGC01)

Enhance your knowledge of contract management and how to use it for competitive advantage

Is it right for me?

Building on the learning in *Introduction to contract management*, this two-day course will explore advanced contract management approaches, helping you to identify what will work best in your organisation. It will also examine how to proactively mitigate against potential risk via the contract and ensure advantageous supplier performance through the inclusion of robust performance measures.

What will I learn?

By the end of this course you will be able to:

- Identify which contract management approach is most effective for a given category of spend
- Understand the difference between variations and claims and how to approach them
- Create the right environment for effective contract management
- Managing identified risks through contracted terms and conditions
- Ensure key performance measures can be effectively manage via the contract

What key points will the training cover?

- Principles of supplier segmentation (Kraljic)
- Creating a contract governance structure
- Significant terms and conditions
- Key supply chain risks
- Variations and claims

Date : December 7 - 8, 2022

Venue: Dubai

Cost

£960+ VAT members

£1200 + VAT non-members with 1 year CIPS membership

Where will your career take you?

There is a wealth of opportunity for procurement professionals to develop and achieve ever-higher levels of professionalism. By taking control of your continuing professional development (CPD), you not only maintain existing standards but ensure you're always ready to move on to the next level.

In the procurement profession, it's essential that you keep abreast of current practices, especially if you have Chartered Status. This is not a career for standing still in!

You're responsible for your own continuing professional development, and this will help you retain your already-high standards of professionalism and set you on the path for new and higher levels.

CPD is a process of improvement driven by recognising, recording and reflecting on your learning experiences, enhancing your skills and knowledge to support both your current role and your anticipated career progression.

Through CIPS, you are likely to be already taking part in these activities, maybe without even being aware of it.

The benefits of a planned, structured programme of CPD are:

- **Performing better in your current job**
- **Gaining a competitive advantage over your peers**
- **Achieving greater choice, employment mobility and earning potential**
- **Boosting your self-confidence**
- **Developing your professional capability**
- **Enhancing your reputation.**



What is a CPD activity?

Anything which improves your knowledge, skills or personal development can be regarded as a CPD activity. This includes:

- **Formal training and tuition**
- **Reading books and journals**
- **E-learning**
- **Attending short courses and training events**
- **Receiving coaching or mentoring**
- **Giving presentations, coaching or hosting a webinar**
- **Voluntary work.**

If you are a CIPS member, you can manage your own CPD through your MYCIPS account at www.cips.org/cpd, where you can access a range of online tools and resources to help you record your CPD activities, produce reports and reflect on your learning for members. This account will automatically update when you attend any CIPS events, or complete any CIPS assessments or e-learning course.

Using the CIPS Global Standard of Procurement and Supply, you can create your own learning journey, to include face-to-face courses, related e-learning, reading and events, ensuring you are working to the highest standards at all times.

As a minimum you should aim for at least 30 CPD hours every year, to help you perform at a higher level and to support your career progression.

Terms & Conditions

Booking courses or events

Bookings for courses can be made via the following link: www.cips.org/en-ME/training or by contacting us on +971(0)4 31 16505 or mena.enquiries@cips.org. For online bookings, please select the course that you require and click on the "Book" button, following the instructions step by step.

Payment

If you are making a booking online, you can pay by credit or debit card or by purchase order. RBS Worldpay handles our online credit and debit card transactions in a secure environment. We accept American Express, Visa, Mastercard and Maestro. If paying by purchase order, the invoice will need to be addressed to the booker or delegate's employer. Payment must be made within 30 days from the date of the invoice or if the booking is made less than 30 days before the Course date, payment is required before the course date. Please note that we do not accept payment by cash or payments in any currency other than UK pounds sterling via the website. Contact us on +971(0)4 31 16505 or at mena.enquiries@cips.org for invoicing in other currencies. In the case of late bookings payment must be made prior to attendance of the course. If payment is not made prior to the delegate attending the course CIPS reserves the right to refuse admission until payment has been made in full.

VAT

Fees quoted are exclusive of VAT, which will be shown separately on the invoice. A VAT invoice will be sent to cover your payment.

Copyright

All materials provided for CIPS courses including graphics, code, text products, software, audio, music and design are owned by CIPS or CIPS third party course providers. No content in whole or in part of the CIPS Materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of CIPS. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of CIPS, or in the case of material licensed to CIPS, the owner of such materials.

Programme

Although details are correct at time of going to print, CIPS reserves the right to make unavoidable changes in the programme. CIPS also reserves the right to cancel an event at any time and offer delegates an alternative date, a credit towards another training event or a refund of fees without any liability for resulting or indirect loss.

Joining instructions

Joining instructions including venue details and start times are sent out by email to confirmed delegates at least 10 (ten) days before the event. Once this has been done the services is deemed to have started under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

Cancellations

Where a firm booking has been accepted by CIPS and is subsequently cancelled, the customer will be liable for the following charges. All cancellations must be received in writing.

Number of days before course date that the cancellation is made	Charge to customer
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More than 40 working days	No charge
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21-40 working days	50% charge
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20 working days or less	Full fee
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Non-attendance	Full fee
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Where a delegate wishes to transfer to a different course and/or date, the customer will be liable for the following charges. The customer can transfer to any course taking place six months from the date from the original course.

Number of days before course date that the cancellation is made	Charge to customer
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More than 40 working days	No charge
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21-40 working days	50% charge
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20 working days or less	Full fee
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Non-attendance	Full fee
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Substitution

Delegate substitution may be made at any time. If the membership status of the delegate changes, the fee payable will be amended accordingly.

Non-UAE delegates

CIPS welcomes delegates from overseas but if you are resident outside the United Arab Emirates (UAE) you should ensure that you have a valid visa and can comply with all immigration requirements before applying for a CIPS course.

Data protection notice

CIPS is registered under the provisions of the UK Data Protection Act 1998 and as of 25 May 2018, will be subject to the General Data Protection Regulation (GDPR). CIPS keeps any personal data concerning you in confidence. A full description of the CIPS code of practice relating to data protection can be found on the website at www.cips.org.

Trademark

CIPS, The Chartered Institute of Procurement & Supply and its logo are all trademarks of The Chartered Institute of Procurement & Supply.

Discounts

Membership discounts: A discount is available on our courses for current members of CIPS. If booking via the website, please log on to the website as a member before making your booking in order to receive the membership discount. When booking by any other means, you should quote your membership number in order to be entitled to a discount. If you fail to log into the website or mention your membership status at the time of booking, you will be charged the full price for your course. Unfortunately we cannot offer any retrospective refund or credit for any membership discount that you would have been entitled to receive.

Full terms and conditions

This page is a summary of CIPS Terms and Conditions for Training & Events. Full terms can be found at <http://www.cips.org/Documents/Training%20and%20Events/Training-terms-conditions.pdf>, which should be read in conjunction with our General Terms & Conditions of Business and Website Use available at <http://www.cips.org/GeneralTandC>. If there is an inconsistency between any of the provisions of any of these terms and conditions, the provisions of the Terms and Conditions for Training & Events shall prevail. You should understand that by booking any courses, you agree to be bound by these terms and conditions.

CIPS MENA Skills Training Calendar

Course title	Date	Days	Venue
March			
Introduction to Procurement and Category Management	March 22, 2022	1 day	Virtual training
Category Management	23-24 March 2022	2 days	Virtual training
Strategic Sourcing and Tendering	30-31 March 2022	2 days	Virtual training
May			
Forecasting Techniques	May 17, 2022	1 day	Virtual training
Assessing, managing and mitigating risk	May 18, 2022	1 day	Virtual training
Inventory Management	May 19, 2022	1 day	Virtual training
June			
Supplier Relationship Management	June 8, 2022	1 day	Dubai - Face to face training
Supplier Performance - Measurement and Management	June 9, 2022	1 day	Dubai - Face to face training
July			
Introduction to Negotiation	July 21, 2022	1 day	Virtual training
August			
Effective Negotiation	17-18 August 2022	2 days	Virtual training
September			
Advance Negotiation	21-22 September 2022	2 days	Dubai - Face to face training
October			
Introduction to Contracts	October 20, 2022	1 day	Virtual training
November			
Contract Drafting - Developing Contracts	16-17 November 2022	2 days	Virtual training
December			
Contract Management	7-8 December 2022	2 days	Dubai - Face to face training

Fees

1 day (Virtual training)	Member £368/ Non-member £460
2 days (Virtual training)	Member £736/non-member £920
1 day (Face to face training)	Member £480/non-member £600
2 days (Face to face training)	Member £960/non-member £1200

NOTES:

Fees quoted exclude UAE VAT at 5%

All costs are in GBP (£) and subject to the prevailing currency exchange rates

For further information or to book, please contact CIPS Training: Phone: 971 (0) 43116505 email: mena.enquiries@cips.org website: www.cips.org

Learning for the *real world*

CIPS Corporate Award is a practical, work-based learning programme that offers an alternative route to MCIPS and delivers proven return on investment for your organisation.



Corporate Award - Highlights

Professional route to MCIPS status

Transfer from a CIPS qualifications programme at the equivalent level

In-company programmes for whole teams

Open courses available for individuals to join

Work-based assignments instead of exams provide proven ROI

Addresses specific challenges faced by your organisation

Interactive workshops bring learning alive

Opportunities for knowledge sharing and networking

To enrol, or for more information, contact mena.enquiries@cips.org