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COURSE BROCHURE

Advanced Procurement Skills and Buyer Competency Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Procurement Skills and Buyer Competency Training Course

Procurement Skills and Buyer Competency is a 2-week advanced training course for mid-career buyers and procurement specialists, in which each participant builds a professional competency plan. Buyers now shape cost, quality and supplier risk long before a contract is signed, so the craft of specifying, analysing markets and negotiating decides how much value an organisation keeps. Jupiter Prime Training offers this course on Procurement Skills and Buyer Competency.

Why Procurement Skills and Buyer Competency Matter Now

Three forces raise the bar for buyers: volatile input costs, internal customers who expect faster and better-argued sourcing choices, and suppliers who bring trained sales negotiators to every meeting. A buyer who writes a loose specification or accepts a quoted price without a cost model leaves margin and control on the table, while a buyer who can read a supply market and influence budget holders becomes a trusted adviser. The course draws on ISO 20400 Sustainable procurement guidance for responsible sourcing principles and on the competency language of professional procurement bodies, described in general terms.

Who Gains Most from Procurement Skills and Buyer Competency

- Buyers who own category spend and draft requests for quotation and tender packs
- Specialists who prepare cost breakdowns and price benchmarks for sourcing decisions
- Contract buyers who lead commercial negotiations with established suppliers
- Purchasing officers who translate internal requirements into supplier-ready specifications
- Senior procurement analysts who brief budget holders on market conditions

A purchasing department that sends two or three buyers from different categories gains most, because they return with a shared skills vocabulary and can coach each other against the same competency standard.

Procurement Skills and Buyer Competency Capabilities

The outcomes below cover the buyer craft from first requirement to closed deal, plus the habits that keep that craft growing.

- Specify requirements in functional and performance terms — the requisitioner and the supplier response
- Assess supply market structure and supplier power — the sourcing route chosen
- Calculate should-cost and total cost of ownership models — the target price for negotiation
- Design a negotiation plan with concession and walk-away limits — the commercial lead
- Communicate sourcing recommendations to budget holders persuasively — internal stakeholder approval

- Build a personal skills gap profile and learning path — the line manager and career sponsor

Key Procurement Skills and Buyer Competency Terms

- Functional specification — a description of what a purchase must achieve, leaving suppliers free to propose how it is achieved.
- Should-cost model — an estimate of what a product ought to cost, built from materials, labour, overheads and a fair margin.
- Total cost of ownership — every cost of acquiring, using and disposing of a purchase across its life, not only the price paid.
- BATNA — the best alternative to a negotiated agreement, the option a buyer takes if the current deal fails.
- Supplier preferencing — how attractive a supplier finds a buyer's account, shaping effort, price and priority offered.
- Competency framework — a structured set of skills and behaviours, graded by level, used to assess and develop buyers.

Procurement Skills and Buyer Competency Day by Day

Day 1: The Modern Buyer Role

- Buyer Role Evolution — Shift From Order Placing to Commercial Advice
- Procurement Cycle Mapping — Where Buyer Skill Changes Outcomes Most
- Internal Customer Expectations — Service Levels Agreed With Requisitioners
- ISO 20400 Principles — Responsible Sourcing Choices in Daily Buying
- Buyer Ethics and Conflicts of Interest — Integrity in Supplier Contact

Day 2: Writing Specifications

- Functional Versus Technical Specifications — Room Left for Supplier Innovation
- Performance Measures in Specifications — Acceptance Criteria for Delivered Goods
- Statement of Work Drafting — Service Scope and Deliverables Defined
- Specification Challenge Sessions — Removing Gold-Plating and Brand Bias
- Specification Quality Checklist — Fewer Clarifications During Tendering

Day 3: Reading the Supply Market

- Porter's Five Forces for Buyers — Supplier Power in a Category
- PESTLE Scanning — External Pressures on Price and Availability
- Supplier Preferencing Matrix — How Suppliers Rank Your Account
- Market Sounding and Requests for Information — Supplier Base Shortlisting
- Commodity Index Tracking — Timing of Purchase Commitments

Day 4: Cost and Price Analysis

- Should-Cost Modelling — Target Price Before Quotes Arrive
- Cost Breakdown Requests — Transparency on Materials and Labour
- Price Variance Analysis — Spotting Unjustified Supplier Increases
- Price Adjustment Formulae — Indexation Clauses in Long Agreements
- Learning Curve Effects — Price Reductions on Repeat Volumes

Day 5: Whole-Life Cost Thinking

- Total Cost of Ownership Models — Comparing Bids Beyond Purchase Price
- Lifecycle Costing for Equipment — Maintenance and Disposal Weighed
- Quote Comparison Matrices — Normalising Bids on a Common Basis
- Make or Buy Appraisal — Insourcing Against Outsourcing Choices
- Savings Measurement Rules — Credible Benefit Reporting to Finance

Day 6: Negotiation Preparation

- Negotiation Objectives Hierarchy — Must-Have, Should-Have and Tradeables
- BATNA and Walk-Away Points — Leverage Before Entering the Room
- Concession Planning — Trading Low-Cost Items for High Value
- Supplier Position Analysis — Anticipating Counter-Arguments
- Negotiation Team Roles — Lead, Analyst and Observer Assigned

Day 7: Negotiation in Practice

- Principled Negotiation Methods — Interests Separated From Positions
- Questioning and Active Listening — Uncovering Supplier Constraints
- Handling Pressure Tactics — Deadlines, Anchors and Nibbles Countered
- Multi-Issue Package Deals — Price, Terms and Service Balanced
- Agreement Summaries and Close-Out — Avoiding Post-Deal Disputes

Day 8: Stakeholder Influence

- Stakeholder Power-Interest Mapping — Who Shapes Each Sourcing Choice
- Influencing Styles for Buyers — Persuading Budget Holders and Engineers
- Business Case Writing — Sourcing Recommendations Approved Faster
- Managing Maverick Spend — Bringing Off-Contract Buying Back
- Difficult Conversations With Requisitioners — Scope and Timing Disputes

Day 9: Buyer Competency Assessment

- Procurement Competency Frameworks — Skill Levels From Buyer to Lead
- Self-Assessment and 360 Feedback — Evidence of Current Capability
- Skills Gap Profiling — Priorities for the Next Year
- Learning Methods Mix — Coaching, Projects and Formal Study
- Professional Body Pathways — Membership and Study Routes Compared

Day 10: Practising the Professional Competency Plan

- Specification Rewrite Exercise — Applying Day Two Quality Checks
- Cost Model Case on Hospital Consumables — Should-Cost in Healthcare
- Negotiation Simulation on a Construction Materials Contract — Full Cycle Rehearsed
- Peer Coaching Review — Feedback on Influence and Negotiation Style
- Professional Competency Plan Completion — Goals, Evidence and Milestones Set

Applying Procurement Skills and Buyer Competency After the Course

- Rewrite one live specification in functional terms and test it with the requisitioner before the next request for quotation
- Build a should-cost model for a high-spend item and use it to open the next price review with the supplier

Procurement Skills and Buyer Competency Questions FAQ

What are Procurement Skills and Buyer Competency, and why do they matter now?

They are the specifying, market, cost, negotiation and influencing abilities a buyer needs to secure value. They matter now because price volatility and skilled supplier sales teams punish weak preparation, while strong buyers protect margin and earn a seat in business decisions.

Which roles gain most from Procurement Skills and Buyer Competency training?

Mid-career buyers, purchasing officers and procurement specialists gain most. You benefit if you draft specifications, compare quotes, lead negotiations or brief budget holders, and want a structured way to measure and grow your own capability.

How does Procurement Skills and Buyer Competency differ from a strategic sourcing course?

It focuses on the individual buyer's craft and growth rather than category strategy. A strategic sourcing course sets portfolio direction for a spend area; this one sharpens the hands-on skills and personal development that make any sourcing strategy succeed.

What do you bring back from Procurement Skills and Buyer Competency training?

You bring back a personal competency plan, a tested should-cost method, a negotiation preparation template and a specification checklist. Together they let you improve live purchases at once and show your manager clear evidence of growth.

Procurement Skills and Buyer Competency: The Way Forward

The professional competency plan sets out where a buyer stands against a recognised skills scale, which gaps come first and how each will be closed. Its first use is agreeing development goals with a line manager at the next appraisal. Buyers and their managers use it together, and it is worth revisiting after the first major negotiation, when real evidence shows which skills moved.