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COURSE BROCHURE

# Advanced Purchasing Team Leadership Skills Training Course

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Milan

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Registered in the United Kingdom and Saudi Arabia

# Advanced Purchasing Team Leadership Skills Training Course

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Purchasing Team Leadership Skills is an advanced 2-week training course for purchasing managers and procurement team leaders, built around one work product: a Purchasing Department Improvement Plan setting out team roles, purchase-to-pay controls, supplier relationship priorities and a scorecard of key performance indicators. Purchasing teams are asked to deliver savings, speed and control at once, often with fewer buyers. Jupiter Prime Training shaped this course for the leaders who make those demands workable.

## Why Purchasing Team Leadership Skills Matter Now

Purchasing leaders face pressure from three directions. Internal customers expect requisitions turned into orders quickly and want a single point of contact rather than a queue. Finance and audit expect every order, receipt and invoice to match, with no payment leaving without approval. And suppliers increasingly treat buyers as partners or as adversaries depending on how they are managed. A purchasing team led well becomes a trusted service with predictable cycle times and measurable savings; one led poorly drifts into firefighting, rework and supplier friction. The course connects people leadership, process control and commercial skill so a leader can raise all three together.

## Who Gains Most from Purchasing Team Leadership Skills

- Managers who lead a group of buyers and allocate requisition workload
- Leaders who own purchase order approval routes and invoice matching rules
- Supervisors who coach buyers on negotiation and supplier conversations
- Heads of section who report savings and service levels to senior management
- Leads who manage relationships with the department's most important suppliers

A purchasing leadership pair from one organisation, the department manager with a senior team leader, gains most when both attend and agree how the team will be organised and measured.

## Purchasing Team Leadership Skills Capabilities

Each outcome strengthens how a purchasing leader organises buyers, controls transactions and earns the confidence of internal customers.

- Design a buyer role structure and workload model by category and value — department heads
- Assess purchase-to-pay controls from requisition to invoice payment — finance and audit
- Apply supplier segmentation to set relationship effort and review frequency — key suppliers
- Build negotiation preparation templates that buyers use consistently — commercial outcomes

- Calculate total cost of ownership for recurring purchases — budget holders
- Specify a purchasing scorecard covering savings, cycle time and compliance — senior management

## Key Purchasing Team Leadership Skills Terms

- Purchase-to-pay — the end-to-end transaction flow from requisition and order through goods receipt to invoice matching and payment.
- Three-way match — the check that order, goods receipt and invoice agree on quantity and price before payment is released.
- Requisition cycle time — the elapsed time from an approved internal request to an order placed with a supplier.
- Supplier relationship management — a structured way of deciding how much attention each supplier receives and how joint improvement is pursued.
- Off-contract spend — purchases made outside agreed contracts or catalogues, usually at higher cost and lower control.
- Purchasing scorecard — a short set of indicators showing a purchasing team's savings, service, compliance and supplier performance.

## Purchasing Team Leadership Skills Day by Day

### Day 1: The Purchasing Leader's Role

- Purchasing Department Purpose Statement — Service, Savings and Control Balance
- Internal Customer Mapping — Expectations of Requisitioners and Budget Holders
- Leadership Style Diagnostic — Directive Versus Coaching Choices
- Purchasing Team Health Check — Skills, Morale and Backlog
- Ethical Climate Signals — Leader Behaviour With Suppliers

### Day 2: Organising the Buying Team

- Buyer Role Profiles — Transactional, Tactical and Category Buyers
- Workload Allocation Model — Requisition Volume and Value Bands
- Skills Matrix for Buyers — Development Priorities per Person
- Succession and Cover Arrangements — Continuity During Absence
- Team Meeting Rhythm — Daily Huddles and Weekly Pipeline Reviews

### Day 3: Spend Visibility for Team Priorities

- Spend Data Cleansing — Supplier Name and Category Coding
- Pareto Analysis of Spend — Where Buyer Effort Pays
- Tail Spend Consolidation — Catalogues and Purchasing Cards
- Demand Patterns by Department — Planning Recurring Orders
- Spend Dashboard for the Team — Weekly Prioritisation

## Day 4: Purchase-to-Pay Controls

- Requisition and Approval Workflow — Authority Limits and Delegation
- Purchase Order Standards — Terms, Pricing and Delivery Details
- Goods Receipt and Three-Way Match — Payment Release Rules
- Segregation of Duties in Purchasing — Fraud Prevention
- Supplier Master Data Control — Bank Detail Change Verification

## Day 5: Supplier Relationship Management

- Supplier Segmentation Grid — Strategic, Leverage and Routine Suppliers
- Relationship Plans for Strategic Suppliers — Joint Objectives
- Supplier Review Meetings — Performance Discussion Structure
- Supplier Issue Escalation Routes — Resolution Time Targets
- Supplier Feedback Surveys — Customer of Choice Insights

## Day 6: Negotiation Skills for Buyers

- Negotiation Preparation Template — Objectives, Limits and Concessions
- Interest-Based Negotiation — Creating Options Beyond Price
- Handling Price Increase Requests — Evidence and Counter-Proposals
- Coaching Buyers After Negotiations — Debrief Questions
- Negotiation Record Keeping — Audit and Learning Trail

## Day 7: Cost and Value Judgement

- Total Cost of Ownership Calculation — Recurring Purchase Decisions
- Price Benchmarking Methods — Market Indices and Quotation Comparison
- Standardisation and Specification Rationalisation — Range Reduction
- Payment Terms and Early Payment Discounts — Working Capital Trade-Offs
- Savings Recording Rules — Credible Reporting to Finance

## Day 8: Measuring Purchasing Performance

- Purchasing Scorecard Design — Savings, Service, Compliance and Suppliers
- Requisition Cycle Time Tracking — Bottleneck Identification
- Off-Contract Spend Indicator — Contract Coverage Improvement
- Internal Customer Satisfaction Survey — Service Perception
- Individual Buyer Objectives — Linking Scorecard to Appraisal

## Day 9: Leading Improvement and Change

- Purchasing Process Mapping — Waste and Rework Points
- Root Cause Analysis of Order Errors — Corrective Actions
- Change Communication to Requisitioners — New Rules Adoption
- Buyer Coaching Conversations — Performance and Development
- Quick Wins Versus Structural Fixes — Sequencing Improvements

## Day 10: Practising the Purchasing Department Improvement Plan

- Team Structure Redesign Case — Applying Role Profiles and Workload Model
- Purchase-to-Pay Control Audit Exercise — Applying Matching and Approval Rules
- Supplier Review Role-Play — Applying Segmentation and Negotiation Skills
- Scorecard Build — Applying Cycle Time, Savings and Compliance Indicators
- Purchasing Department Improvement Plan — Roles, Controls, Suppliers and Indicators

## Applying Purchasing Team Leadership Skills After the Course

- Run a Pareto analysis of last year's spend and reallocate buyer workload so the most experienced buyers cover the highest-value categories.
- Test a sample of recent payments for three-way match and approval compliance and present the gaps with corrective actions to finance.

## Purchasing Team Leadership Skills Questions FAQ

### What are purchasing team leadership skills, and why do they matter now?

They are the abilities to organise buyers, control purchase-to-pay transactions, manage suppliers and measure results. They matter now because purchasing teams must deliver savings, speed and control at once, often with fewer people.

### Which roles gain most from purchasing team leadership skills training?

Purchasing managers and procurement team leaders gain most. They allocate requisitions, approve orders, coach buyers, manage key suppliers and report savings and service levels to senior management.

### How does purchasing team leadership skills training differ from a strategic sourcing course?

A strategic sourcing course centres on category strategies and major tenders. This course centres on running the purchasing department day to day: team structure, transaction controls, supplier reviews, buyer coaching and a performance scorecard.

### What do you bring back from purchasing team leadership skills training?

You bring back an improvement plan with buyer role profiles, a workload model, a purchase-to-pay control checklist, a supplier segmentation grid, negotiation templates and a purchasing scorecard.

## Purchasing Team Leadership Skills: The Way Forward

The Purchasing Department Improvement Plan first informs how buyers are assigned and which controls are tightened in the coming quarter. The purchasing manager owns it, team leaders run it and finance reviews the scorecard. After one quarter, revisit cycle times, off-contract spend and supplier feedback to judge which changes are working and which need a different approach.