



### Workshop on Public Procurement, Supply Chain and Warehouse Management

January 6 - 10, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

July 7 - 11, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign  
Participants**

#### Program overview:

The Public Procurement, Supply Chain, and Warehouse Management course is designed to equip professionals with the essential knowledge and skills needed to navigate the complexities of public procurement, optimize supply chain processes, and efficiently manage warehouse operations. As governments and public entities increasingly focus on efficiency, transparency, and cost-effectiveness in their operations, professionals in these areas play a crucial role in ensuring smooth and effective service delivery.

Participants will gain insights into best practices, industry standards, and the latest technologies in order to enhance their capabilities in these critical areas.

#### For whom:

This training program is designed for professionals working in government agencies, public sector organizations, NGOs, and international organizations involved in procurement, supply chain management, logistics, and warehouse operations. It is also suitable for individuals aspiring to enter these fields or those seeking to enhance their existing skills and knowledge.

#### Learning Objectives:

At the end of the program, participants will be able to:

- explore the fundamentals of public procurement, including legal and ethical considerations.
- analyze different procurement methods and strategies for optimal decision-making.
- examine the key components of a supply chain and their interdependencies.
- implement strategies to enhance efficiency, reduce costs, and mitigate risks in the supply chain.
- learn warehouse layout and design principles for optimal space utilization.
- implement inventory control methods to minimize errors and maximize productivity.
- stay abreast of relevant regulations and compliance requirements in public procurement.
- develop strategies to ensure adherence to legal and ethical standards in the supply chain.
- explore the latest technologies in procurement, supply chain, and warehouse management.
- leverage technology to streamline processes and enhance decision-making.
- identify potential risks in procurement, supply chain, and warehouse operations.
- develop risk mitigation strategies and contingency plans.

#### Course Outline:

##### Day 1: Introduction to Public Procurement

###### Overview of Public Procurement

- Definition and Importance
- Legal and Regulatory Framework
- Public Procurement Principles

###### Types of Public Procurement

- Goods Procurement
- Services Procurement

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Works Procurement

### Key Stakeholders in Public Procurement

- Roles and Responsibilities
- Ethics and Transparency

### Day 2: Procurement Process and Procedures

#### Procurement Planning

- Needs Assessment
- Budgeting and Planning

#### Sourcing and Solicitation

- Vendor Identification and Selection
- Request for Quotation (RFQ), Request for Proposal (RFP), and Tender Processes

#### Contract Management

- Contract Negotiation
- Contract Administration
- Performance Monitoring and Evaluation

### Day 3: Supply Chain Management

#### Fundamentals of Supply Chain Management

- Definition and Objectives
- Importance in Public Sector

#### Supply Chain Strategy

- Planning and Forecasting
- Inventory Management

#### Supplier Relationship Management

- Supplier Selection Criteria
- Managing Supplier Performance

### Day 4: Warehouse Management

#### Warehouse Operations

- Layout and Design
- Inventory Control and Management

#### Warehouse Safety and Security

- Occupational Health and Safety
- Security Measures

### Day 5: Ethical Considerations and Challenges

#### Ethical Issues in Public Procurement

- Conflict of Interest
- Bribery and Corruption
- Transparency and Accountability

#### Challenges in Supply Chain and Warehouse Management

- Globalization and Logistics
- Technology Integration
- Sustainable Procurement Practices

#### Case Studies and Practical Applications

- Real-life Case Studies
- Analysis of Successful Procurement Projects
- Lessons Learned from Failures

**Training Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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