



### Effective Procurement Management Workshop

January 20 – 24, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

July 21 – 25, 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:

Procurement is the act of obtaining or buying goods and services observing the rights which used to be 5R's then 8R's and now 25R's. The process includes preparation and processing of a demand as well as the end receipt and approval of payment.

Specification and standardization of materials is very crucial to the success of purchasing function.

Procurement cannot achieve much if other functions are not supportive so, there is need to work together as a team to satisfy and delight customers.

#### For whom:

Director of Finance, Director of Administration, Heads of Supplies, Director of Engineering, Supplies Officers, Contract Officers, Project Engineers, Stores Officers, Supply Chain Managers / Purchasing Managers, Accountants, Auditors, and Facilities Maintenance Officers in both public and private sectors of the economy.

#### Learning objectives:

At the end of this workshop the participants will be able to:

- develop understanding of procurement and its functions;
- examine the purchasing cycle, and manage it for deliver effective and efficient service services to their customers;
- consider developing world class suppliers and manage the relationship on a partnership basis;
- run procurement function as a profit center through her operations and customer service;
- develop knowledge on new models of procurement.

#### Course outline:

##### Day 1: Introduction to Procurement

- Definition, Purchasing Rights (5R's, 8R's 25R's)
- Purchasing cycle and its documentation,
- its contribution to business success,
- developing an SOP for procurement
- Relationship with other functions

##### Day 2: Procurement and Operations

- Materials planning to meet operational needs
- Planning Inventory to meet, Market/customer demand
- Negotiation with market research,
- Forecasting and scheduling, Inventory management

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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### Day 3: Purchasing and Customer Service

- Supplier Development and Relationship Management
- Internal customer satisfaction
- External customer satisfaction
- Handling of complaints from customers

### Day 4: New Models in Procurement

- New models in purchasing, just – in – Time
- ERP – Enterprise Requirements Planning
- MRP I – Materials Requirements Planning
- CRP – Capacity Requirement Planning

### Day 5: Outsourcing/Partnerships Management

- Procurement outsourcing
- Service management
- Vendor-managed inventory
- Negotiation in supply chain management

#### 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  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
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### Training Methodology

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

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