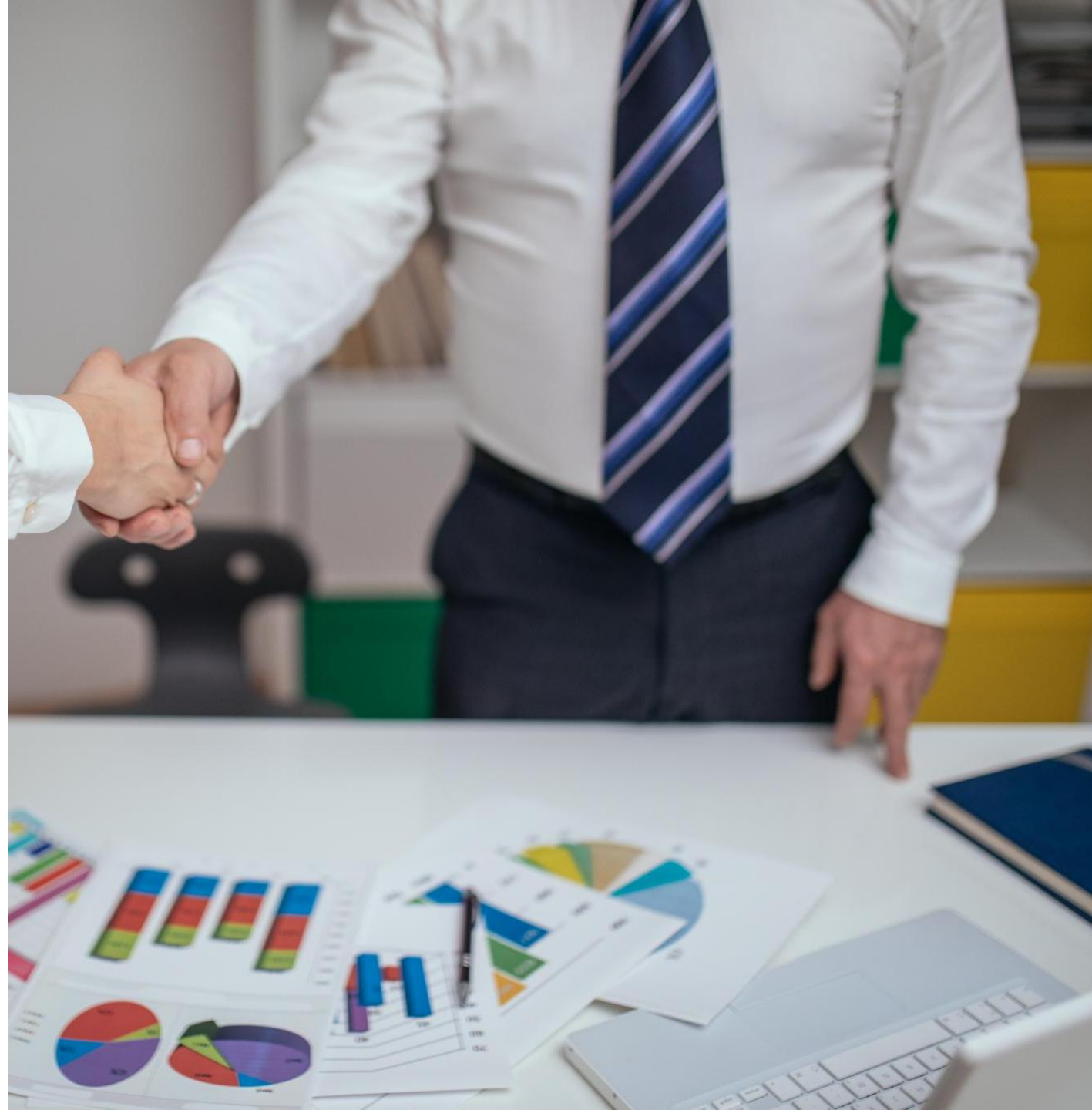


# FOUNDATIONS OF PROCUREMENT TRAINING MODULES

Essential principles for effective  
procurement practices



# FOUNDATIONS OF PROCUREMENT – LEVEL 1

# COURSE OVERVIEW

## Course Structure and Duration

The course is theory-based, delivered online over five weeks with 30 total hours of instruction.

## Target Audience

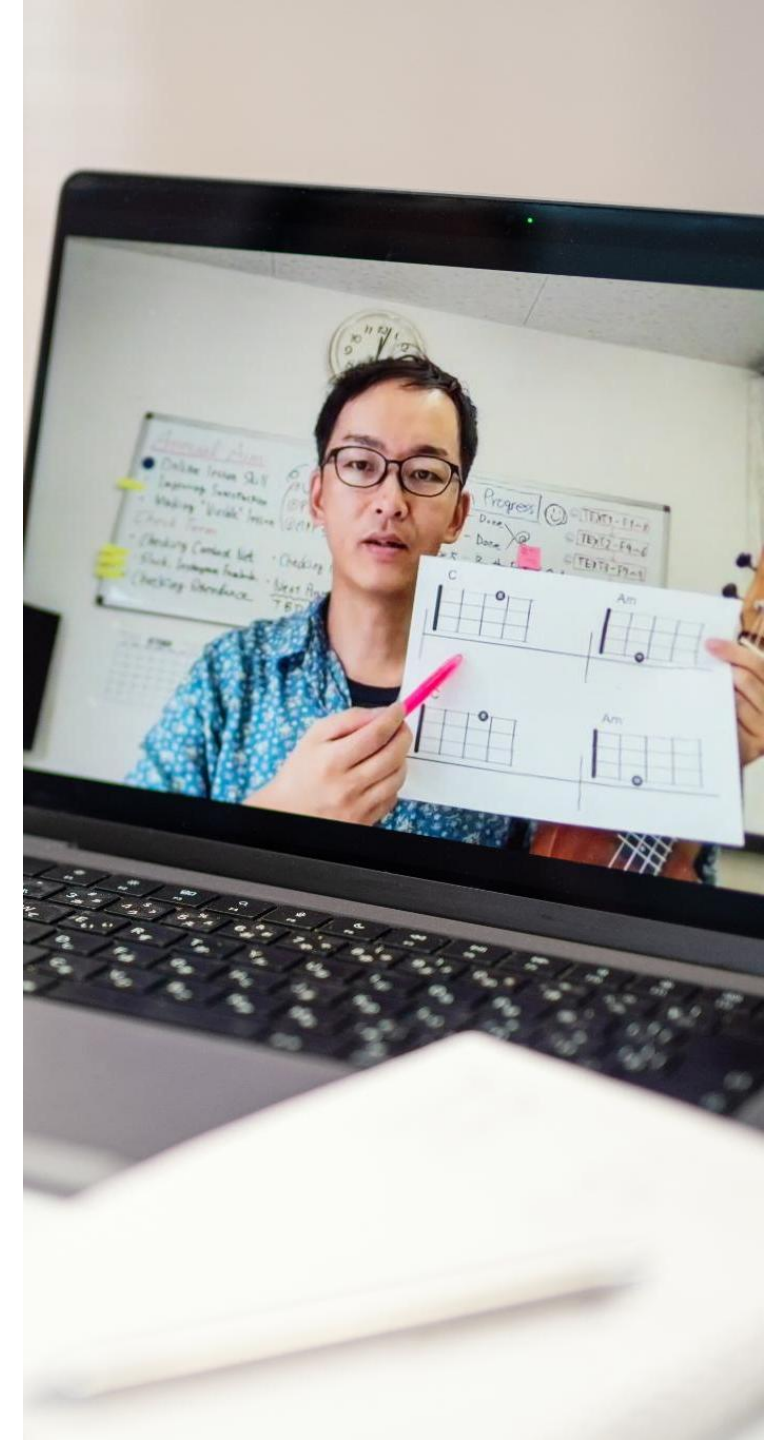
Designed for professionals and managers in various industries, especially those in entry to supervisory roles.

## Course Objectives

Focuses on foundational procurement knowledge, planning, execution, and problem-solving skills.

## Certification Outcome

Successful completion leads to a Certificate in Procurement Practices within the Caribbean Procurement Training Programme.



# TARGET AUDIENCE

## **Procurement Professionals**

The module is designed for procurement professionals actively managing procurement processes in various industries.

## **Relevant Stakeholders and Managers**

Includes stakeholders and managers who contribute to or oversee procurement activities within organizations.

## **Small and Medium Enterprises**

Especially relevant for individuals working in SMEs seeking to improve procurement efficiency and skills.

## **Skill Development Focus**

Equips participants of all experience levels with essential procurement tools and knowledge for effective performance.





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# COURSE DESCRIPTION

## **Foundational Procurement Knowledge**

The course imparts essential procurement knowledge applicable across diverse organizational types and sizes.

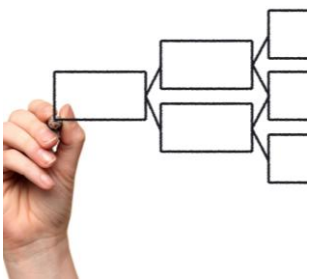
## **Skills in Planning and Execution**

Learners gain skills in procurement planning, execution, and tackling complex purchasing challenges.

## **Preparation for Real-World Scenarios**

The course prepares participants for real-world procurement situations from entry to supervisory roles.

# LEARNING OBJECTIVES



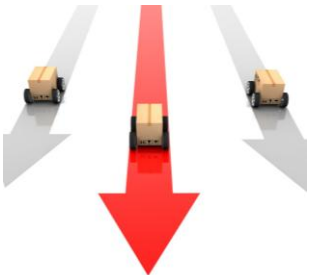
## Procurement Cycle Understanding

Students will grasp the end-to-end procurement cycle, including planning and execution phases.



## Negotiation and Contract Skills

Learners will develop skills in negotiation and contract management essential for procurement success.



## Supply Chain Challenges

The course prepares students to handle complex purchasing and supply chain challenges effectively.



# UNIT BREAKDOWN

## **Introduction to Procurement**

Provides a general overview of procurement principles and practices critical for beginners.

## **Scope of Procurement and Supply**

Explores the wide range of procurement activities and their strategic importance.

## **Logistics Management**

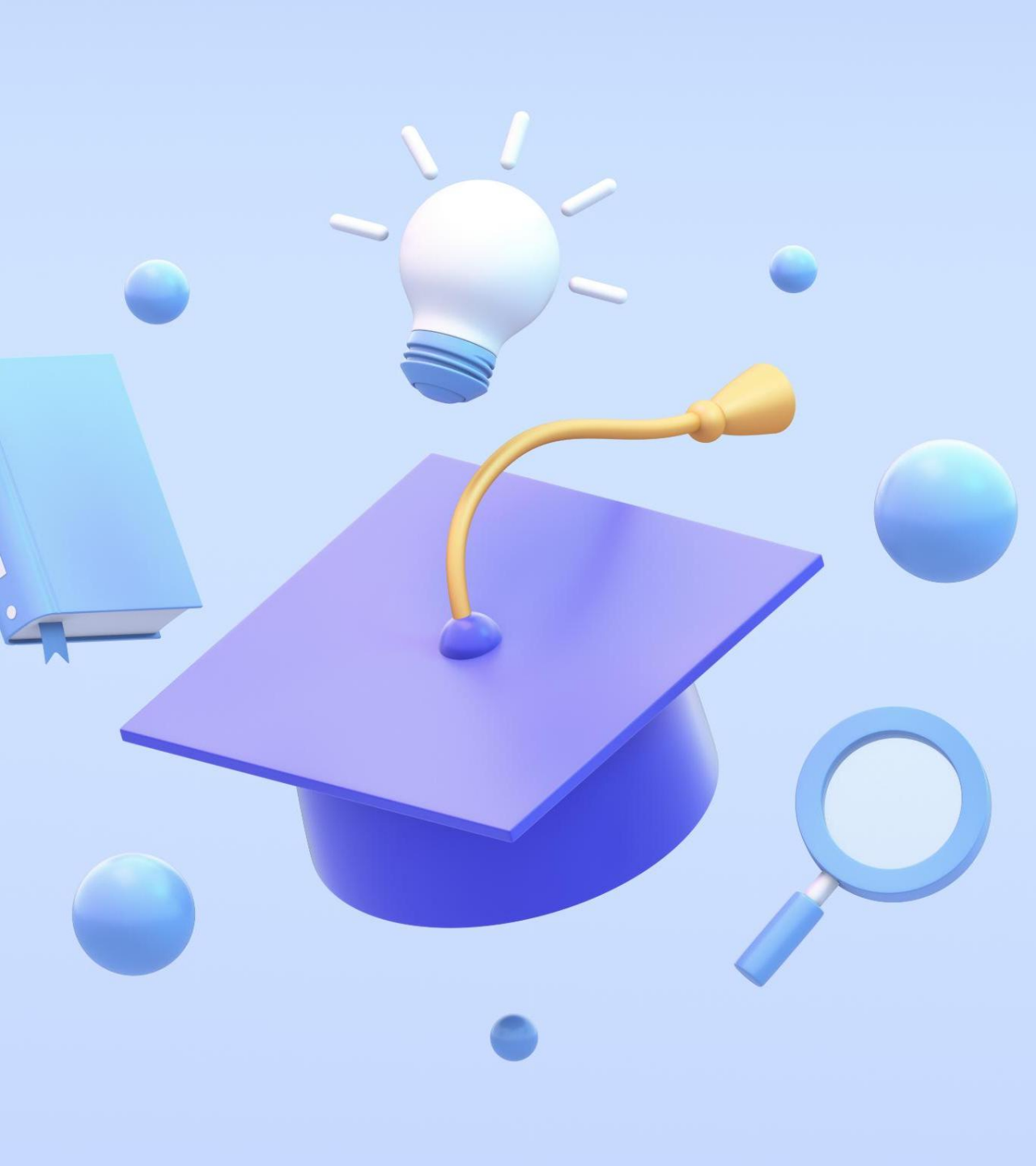
Focuses on coordinating and moving goods efficiently in the supply chain.

## **Communication and Team Development**

Highlights the importance of effective communication and teamwork in procurement success.

## **Principles of Negotiations**

Covers essential negotiation strategies and techniques for procurement professionals.



# RESOURCES AND ASSESSMENTS

## **Learning Resources**

Students have access to text/workbooks, PowerPoint slides, and an online platform to support their learning.

## **Assessment Variety**

Assessments include quizzes, role plays, scenario exercises, and case studies to cover diverse learning methods.

## **Evaluating Understanding**

Assessment methods evaluate both theoretical knowledge and practical application of procurement concepts.

# FOUNDATIONS OF PROCUREMENT – LEVEL 2

# COURSE OVERVIEW



## **Course Structure and Duration**

The course spans five weeks with 30 hours of online instruction and classes twice a week.

## **Certification Outcome**

Completing this course leads to a Certificate in Procurement Practices under the Caribbean Procurement Training Programme.

## **Learning Objectives**

The course deepens understanding of procurement principles for both public and private sectors.

## **Strategic Importance**

Focuses on procurement's role in organizational efficiency, transparency, and value for money.

# TARGET AUDIENCE

## **Advanced Procurement Learners**

This module targets learners seeking to deepen procurement knowledge beyond basic concepts.

## **Public and Private Sector Professionals**

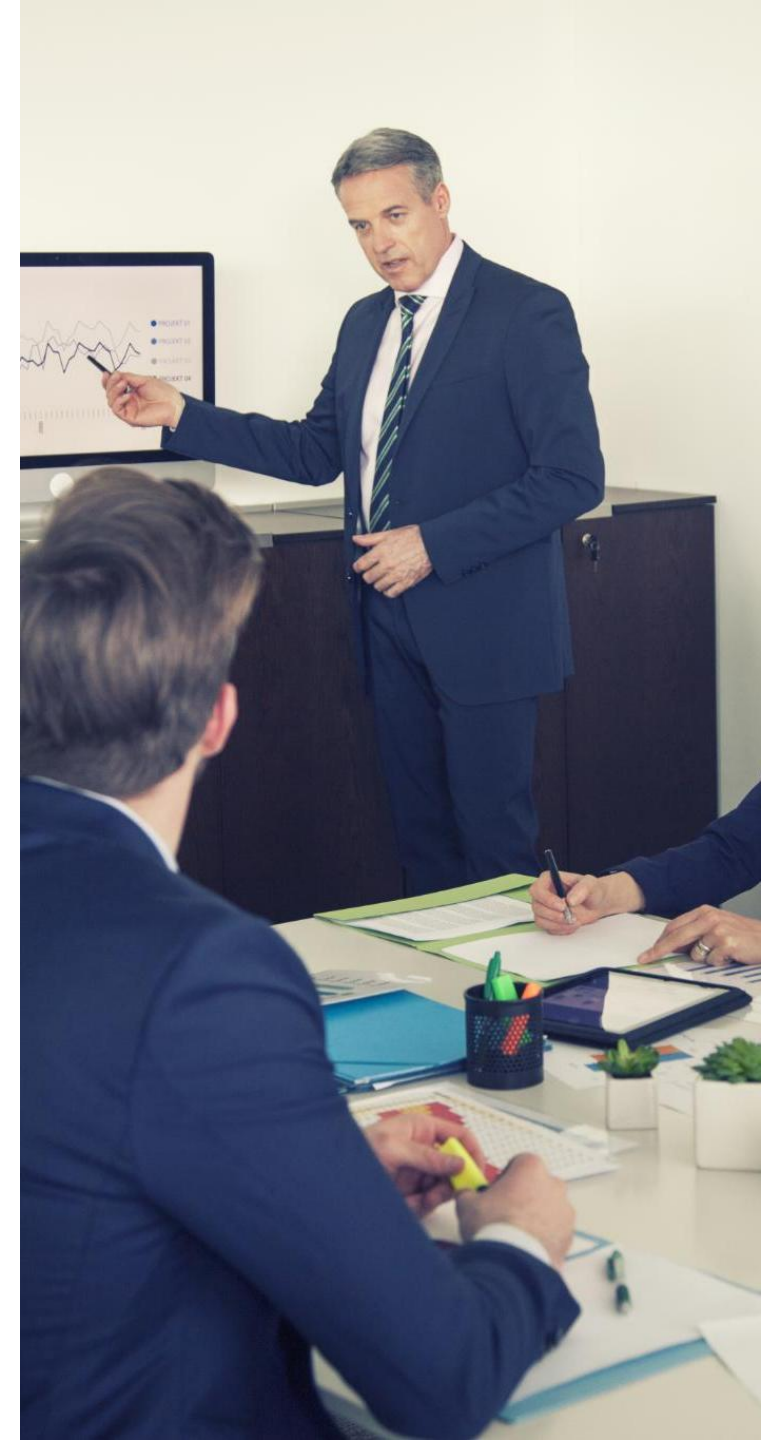
Suitable for individuals in both public and private sectors aiming to align procurement with organizational goals.

## **Focus on Contract and Supplier Management**

Relevant for roles specializing in contract management and supplier relationship management.

## **Ethics and Technology Integration**

Emphasizes ethical procurement practices and incorporation of technology in procurement processes.



# COURSE DESCRIPTION

## **Advanced Procurement Principles**

The course covers advanced procurement concepts such as contract administration and supplier relationship management.

## **Ethical and Environmental Focus**

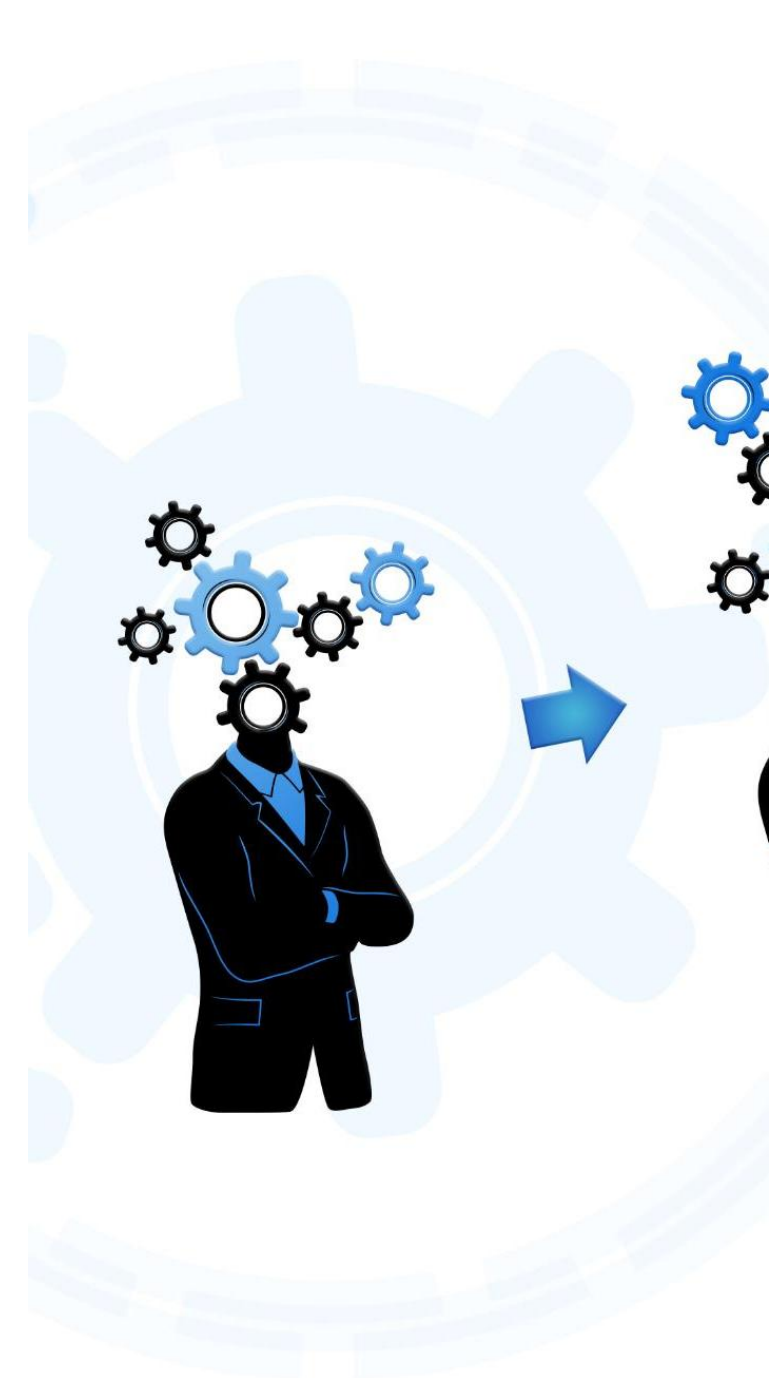
Students learn about ethical sourcing and environmental considerations in procurement decisions.

## **International Procurement Laws**

The module explores international laws governing procurement to ensure compliance and best practices.

## **Technology in Procurement**

Use of technology in procurement systems enhances operational efficiency and transparency.



# LEARNING OBJECTIVES



## **Contract Administration**

Explain principles, processes, and documentation involved in effective contract administration.

## **Supply Relationship Management**

Understand supply relationships and evaluate environmental and ethical impacts on procurement decisions.

## **International Procurement Laws**

Interpret and apply relevant international procurement laws in the procurement process.

## **Procurement Technologies**

Utilize basic procurement technologies and e-procurement systems to enhance procurement efficiency.



# UNIT BREAKDOWN

## **Contract Administration**

This unit covers managing procurement contracts and the associated documentation to ensure compliance and efficiency.

## **Supply Relationship Management**

Focuses on building and maintaining strong, effective relationships with suppliers for better procurement outcomes.

## **Environmental and Ethical Considerations**

Examines sustainability and ethics in procurement decisions to promote responsible sourcing and practices.

## **International Procurement Laws**

Provides insights into global laws and regulations that govern international procurement activities.

## **Systems Technology in Procurement**

Explores the use of digital tools and e-procurement systems to improve procurement efficiency and automation.

# RESOURCES AND ASSESSMENTS



## Learning Resources

Students use diverse learning tools such as text/workbooks, PowerPoint slides, and online platforms for comprehensive understanding.



## Written Assessments

Written quizzes and short essays evaluate students' grasp of theoretical concepts in advanced procurement.



## Practical and Group Work

Case study analysis, group presentations, and practical assignments assess applied skills and teamwork abilities.