MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Procurement and Supply Chain Management

Fundamentals of Procurement

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2703	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents the Fundamentals of Procurement course, a comprehensive program designed to provide participants with a foundational understanding of procurement principles, practices, and processes. This course is ideal for professionals new to procurement roles or seeking to refresh their knowledge in this field. Participants will gain insights into key procurement concepts, best practices, and strategies to enhance their effectiveness in procurement functions.

Course Outcomes

Upon completion of the course, participants will:

1. **Understand Procurement Fundamentals:**
   - Gain a solid understanding of procurement principles, concepts, and terminology.
   - Learn the importance of procurement in achieving organizational objectives.
2. **Master Procurement Processes:**
   - Understand the procurement lifecycle from requisition to contract management.
   - Learn best practices in procurement planning, sourcing, and supplier selection.
3.

Develop Negotiation Skills:

- Learn negotiation techniques and strategies for successful supplier negotiations.
- Understand the importance of negotiation in achieving favorable procurement outcomes.

4. **Ensure Compliance and Ethics:**
   - Understand legal and ethical considerations in procurement.
   - Learn how to ensure compliance with procurement policies, regulations, and standards.
5. **Enhance Supplier Relationship Management:**
   - Learn strategies for effective supplier relationship management.
   - Understand the importance of building and maintaining strong supplier relationships.

Course Outline / Curriculum

Module 1: Introduction to Procurement

- Definition and importance of procurement
- Key roles and responsibilities in procurement

Module 2: Procurement Processes

- Overview of the procurement lifecycle
- Steps in the procurement process: requisition, sourcing, evaluation, contract management

Module 3: Procurement Planning and Strategy

- Developing procurement plans and strategies
- Aligning procurement with organizational goals and objectives

Module 4: Sourcing and Supplier Selection

- Identifying sourcing opportunities and selecting suppliers
- Conducting supplier evaluations and assessments

Module 5: Negotiation Skills in Procurement

- Understanding negotiation principles and techniques
- Strategies for successful supplier negotiations

Module 6: Contract Management

- Overview of contract management processes
- Key elements of effective contract management

Module 7: Procurement Ethics and Compliance

- Legal and ethical considerations in procurement
- Ensuring compliance with procurement policies and regulations

Module 8: Supplier Relationship Management

- Importance of supplier relationship management
- Strategies for building and maintaining strong supplier relationships

Module 9: Procurement Performance Measurement

- Key performance indicators (KPIs) for measuring procurement performance
- Monitoring and evaluating procurement effectiveness

Module 10: Case Studies and Best Practices - Analysis of real-world procurement case studies - Best practices for achieving procurement excellence

This course is suitable for professionals entering or working in procurement roles across various industries. Through interactive lectures, case studies, and practical exercises, participants will gain a solid understanding of procurement fundamentals and acquire essential skills to excel in procurement functions within their organizations.

Target Audience

- Sourcing Analysts, Supervisors, Managers, Clerks, Representatives, Agents, Leads, and Specialists
- Procurement Analysts, Supervisors, Managers, Agents, Clerks, Leads, Representatives, and Specialists
- Contract Development Specialists, Agents, Clerks, Leads, Representatives, and Supervisors
- Buyers, Senior Buyers
- Buyer/Planners
- Purchasing Analysts, Representatives, Supervisors, Managers, Agents, Clerks, Leads, and Specialists
- Supply Chain and Logistics Managers, Analysts, Consultants, Supervisors, Technologists, Planners and Engineers
- Business and Systems Analysts

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Fundamentals of Procurement
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____