



Advanced

Created for experienced practitioners, these programs are intensive and are designed to stretch knowledge and give the experienced professional more tools in their belt.

1 DAY

Advanced Contract Law

This is an advanced programme to assist procurement professionals further develop skills to recognize the importance of contract law and the risks of terms contained in contracts. This teaches delegates to act in a way that protects their organizations.

Workshop delegates will gain a deeper understanding of the more complex legal issues that they may come across and allow them to behave more confidently when negotiating both internally and externally.

2 DAYS

Advanced Negotiation

A two-day interactive program designed to develop skills in negotiation and to improve the confidence to apply those skills.

Delegates will gain a deep understanding of the phases of negotiation and will be given opportunities to practice these. They will receive one to one feedback on their skills.

2 DAYS

Advanced Contract Management

This course equips delegates with a set of tools and techniques to manage service providers' performance to deliver optimum value to their organizations.

Delegates will gain a better understanding of the key aspects of managing contracts, and obtain better performance and relationships with contractors and suppliers.

“Professional, energetic and engaging facilitators – this training has re-energised our team and focused us on becoming more strategic.”

ICT Procurement Team for large multinational

Our Services

Assess

- Skills Assessments
- Training Needs Analysis
- Procurement HealthCheck
- Procurement Capability Assessments
- Technology Diagnostic
- Contract Management Assessment

Develop

- Training
- Mentoring
- Procurement Roadmaps
- Organisational Design
- Category Management
- Policy / Procedures Development
- Document Development
- Guidance Material
- Best Practice Templates
- Contractor Health and Safety
- Procurement Strategy Development

Deliver

- Procurement Change Program
- Negotiation
- Cost Reduction Programs
- Sector Development Programs
- Social Procurement and Economic Development
- Contract Management
- Procurement Projects
- Spend Analysis
- Strategic Collaboration / Shared Services
- Probity Support
- Category Expertise

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Training Workshops

ArcBlue provides learning and development solutions that advance organisational and individual performance. We help people and organisations address their learning and development needs with effective, customized solutions. These solutions can include coaching and mentoring, workshops, and retained advice.

Training Workshops

Participative workshops are a useful method to involve your workforce in development.

ArcBlue's workshops deliver real value to the individual and the organisation by being practical, thought provoking, challenging and fun.

Our standard range of training programs includes: Essentials, Techniques and Advanced. These cover topics from Procurement Essentials to Advanced Contract Law.

We can also create modular programs tailored to meet your current requirements. We listen and respond to clients' business challenges, analyse what skills and capabilities are needed, then build workshops that deliver benefits.

"The best training experience we have ever had"

Resources procurement team

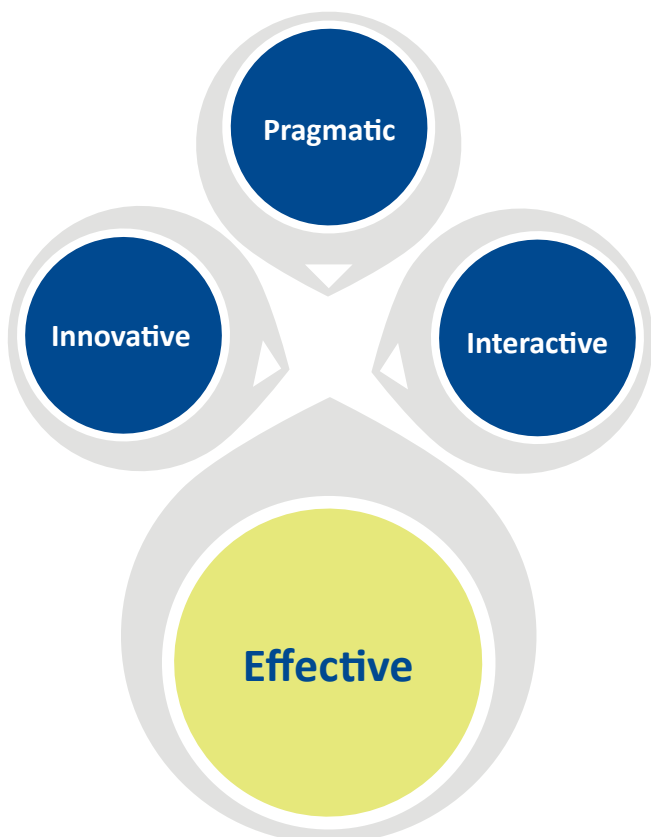
Training Methodology

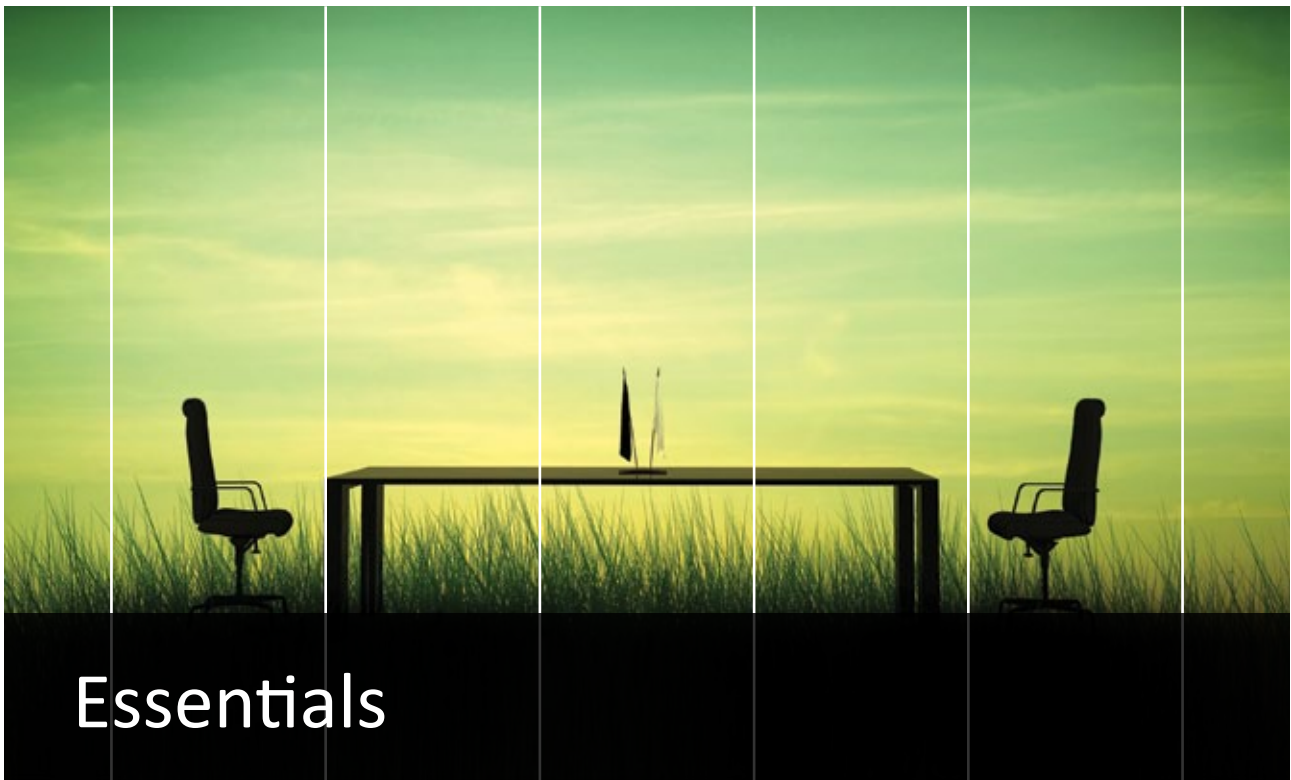
Our workshops combine interactive activities and games, facilitated discussion as well as content delivery.

We believe that to gain effective behavioural change that "active learning" delivers this in the most effective way. All of our workshops are centred on the delegates, and we ask our delegates to bring with them live examples from their workplace to discuss during the event. Full notes and books are given during the workshop for the delegates to refer to when back in their organisations.

Overview of Training Courses

We have three ranges of training courses - Essentials, Techniques and Advanced.





Essentials

Essentials Courses are designed to give an introduction to particular topics:

2 DAYS

Procurement Essentials

This practical and interactive training course considers essential elements of the procurement process, together with basic tools and techniques used in procurement.

Workshop delegates learn of the end-to-end process, how procurement can contribute to an organisation's success and when to apply a range of purchasing tools and techniques.

1 DAY

Contract Law Essentials

This one-day introduction course is designed to allow those new to procurement, or those developing their careers, to look at one of the most important areas of procurement.

Workshop delegates will gain an understanding of the importance of contract law, common pitfalls in negotiating contracts, and when to involve in-house/external legal departments.

1 DAY

Negotiation Essentials

This practical one-day workshop is aimed at delegates who are involved in negotiations and need an introduction to the skills and process in commercial negotiations.

Workshop delegates will learn to identify and practice persuasion skills and understand the overall process required for a successful negotiation.

1 DAY

Sourcing Essentials

An interactive workshop designed to develop skills in contract planning and market engagement and to provide delegates with the confidence to apply those skills.

Workshop delegates will gain an understanding of the differing sourcing techniques available and how to apply them to their situations.

1 DAY

Contract Management Essentials

This workshop explores ways in which delegates can motivate suppliers and manage the relationship after contract award.

Workshop delegates will learn to identify the levers of supplier performance management and develop practical strategies to improve contractor/supplier relationships.



Techniques

These courses are designed to cover specific areas of procurement and are designed for those practitioners who have some experience and want to build on their existing knowledge.

1 DAY

Specification Writing Techniques

A one-day program designed to assist procurement practitioners in understanding and developing specifications to enable better outcomes from their contracts.

Workshop delegates will learn to apply good practice concepts and approaches and return with practical tools, techniques and methodologies that they can apply straight away.

1 DAY

Supply Market Analysis Techniques

This workshop assists procurement professionals to understand what tools are available to analyse supply markets and how to utilise them.

Delegates will learn to understand markets and interpret the results for sourcing strategies.

2 DAYS

Category Management Techniques

This 2 day intensive workshop is designed to develop skills in understanding the relationship between category management and procurement and how to best apply the tools and techniques discussed.

The workshop will give a broader understanding of the process of category management and the tools and techniques that can be utilized within the process.

1 DAY

Stakeholder Management Techniques

This program assists procurement professionals to identify and influence the stakeholders who can make or break their projects.

Workshop delegates will learn to understand and be able to use processes and tools for effective stakeholder management.

1 DAY

Supplier Relationship Management Techniques

This workshop equips delegates with a set of tools and techniques to manage the relationship with service providers whilst ensuring performance of the contract.

Delegates will gain a consistent approach and in depth understanding of contract management and ensuring that the appropriate strategies are developed to deliver value back to the organization.

1 DAY

Social Procurement Techniques

This practical one-day workshop is aimed at procurement practitioners and other delegates who are interested in more effectively incorporating social objectives and corporate social responsibility into their procurement practice, as part of a triple bottom line approach.

Delegates will become better equipped with the knowledge and skills necessary to effectively integrate the achievement of social outcomes into robust procurement practice.

1 DAY

Finance techniques for non-financial managers

This one-day workshop helps buyers understand and interpret freely available financial data on suppliers and markets.

Procurement practitioners are provided with the tools and confidence to analyse financial accounts and use them to develop successful procurement strategies.