

CIPS AUSTRALASIA PROCUREMENT TRAINING PROGRAMME 2010

CIPS Australasia



NEW FOR 2010

- Greater range of courses
- Lower prices
- Online booking
- Across Australia and NZ
- Half day options



Courses

- Introduction to Procurement
- Developing Procurement Skills
- Fundamentals of Contract Law
- Contract Law Masterclass
- Negotiating Professionally
- Negotiation Masterclass
- Introduction to Category Management
- Advanced Category Management
- Whole of life Contract Management
- Supplier Relationship Management
- Specification Writing
- How to write an RFQ 1/2 day
- How to write an RFT 1/2 day
- Tender Evaluation
- Risk Management
- Reducing Total Cost
- Understanding Sales Techniques
- Finance for Purchasers
- Change Management
- Socially Responsible Procurement

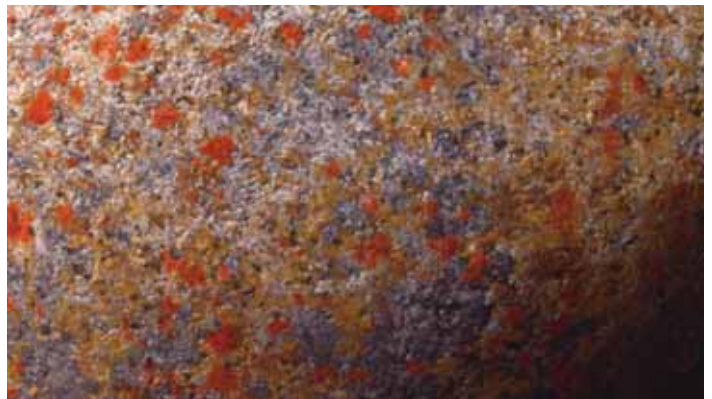
Mega Early Bird offer...

For CIPSA members only. Book online before 20th December and receive an **8% discount** on one and two day courses.

1 day courses from **\$828** plus GST

2 day courses from **\$1656** plus GST

CIPSA terms and conditions apply



BOOK ONLINE NOW AND SAVE! Visit www.cipsa.com.au

PROCUREMENT TRAINING PROGRAM

Course	Sydney	Melbourne	
Introduction to Procurement	10 March	23 February	
Developing Procurement Skills	11 March	24 February	
Fundamentals of Contract Law	17 March	5 October	
Contract Law Masterclass	14-15 September	20-21 July	
Negotiating Professionally	23 June	18 November	
Negotiation Masterclass	12-13 May	26-27 August	
Introduction to Category Management	17 August	26 October	
Advanced Category Management	27-28 July	28-29 April	1-
Whole of life Contract Management	21 July	18 May	
Supplier Relationship Management		14 July	
Specification Writing			
How to write an RFQ (1/2 day course)	26 May	12 August	
How to write an RFT (1/2 day course)	26 May	12 August	
Tender Evaluation		17 June	
Risk Management	22 June	5 May	
Reducing Total Cost	21 April		4
Understanding Sales Techniques			
Finance for Purchasers		9 June	
Change Management		31 May	2
Green Spend Assessment and Prioritisation	3 June	19 April	

Book online to save further www.cips.org/australasia/training

PROGRAMME CALENDAR 2010

Perth	Brisbane	Auckland	Wellington
15 June	14 April	19 April	21 April
23 July		4 August	22 April
18 May	2 June		
19 May	3 June		
22 July	15 April		
2 September		14-15 September	
13 August	9 November	5 August	
		20 April	
			12 August
			3 August
			3 August
16 June	16 August		
			17 June
4 November			
		16 November	
5 November	19 October		

[/open/](#) Complete and fax attached booking form to secure your spot >>>



2010 Procurement Training - Registration Form

Offer is valid for all bookings made before 20th December 2009. Complete registration form and email to training@cipsa.com.au OR fax to **1300 765 143** to receive a 5% discount (fees as below) OR **Book Online to receive an 8% discount www.cips.org/australasia/training/open/**

Mr Mrs Miss Ms Dr First Name: _____ Surname: _____

Please print name as you would like it to appear on the Certificate of Attendance.

Job Title: _____

Organisation: _____

Organisation Address: _____

State: _____ Postcode: _____

Postal address for all correspondence.

Telephone No: _____

Mobile No: _____

Email: _____

Please specific dietary requirements or special needs: _____

Are you a CIPS Australia Member: Yes Membership No.: _____ No

Choose Course	Date	Location
_____	/ /	_____
_____	/ /	_____
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Course Fees 5% Discount	CIPSA Members	Non Members
1/2 Day course	\$517.28 incl. GST - Save \$27.22	\$621.78 incl. GST - Save \$32.72
1 Day course	\$940.50 incl. GST - Save \$49.50	\$1,338.38 incl. GST - Save \$70.12
2 Day courses	\$1,881.00 incl. GST - Save \$99.00	\$2,272.88 incl. GST - Save \$119.62

Take advantage of CIPSA membership - Join CIPS Australia today. Download and complete the Membership Application form at www.cips.org/australasia/membership/apply/ and email it along with this training registration to training@cipsa.com.au

I wish to pay by: Visa MasterCard Amex Diners Club Please Invoice

*All payments are in \$AUD

**Amex/Diners cards incur a 3% surcharge.

Card No:

Amount: \$ _____ Cardholder Signature: _____

Cardholder Name: _____ Expiry Date: / /

Cardholders details if different from course participant: _____

Email: _____ Telephone No: _____

If you are booking on behalf of a colleague/staff member and would like to be copied in training correspondence to the above named registrant, please provide the following information:

Name: _____ Job title: _____

Email: _____ Telephone No: _____

I agree to the CIPS Australia booking terms and conditions Yes No Date: / /

COURSES AVAILABLE IN 2010



Introduction to Procurement (1 day course)

Provides an excellent foundation in the skills and techniques of procurement through facilitated sessions, group discussion and case studies.

Developing Procurement Skills (1 day course)

Further develops knowledge and skills of professionals with foundation knowledge of procurement and some experience to help them achieve more effective outcomes.

Fundamentals of Contract Law (1 day course)

Offers an excellent foundation in contract law and a solid grounding in contractual requirements and boundaries.

Contract Law Masterclass (2 day course)

Builds on contract law knowledge, offering an excellent development opportunity for the experienced buyer with a focus on protecting organisations from risks inherent in contracting.

Negotiating Professionally (1 day course)

Introduces negotiation skills and process, equipping attendees with the skills necessary for positively influencing commercial negotiations in their favour.

Negotiation Masterclass (2 day course)

Equips more experienced negotiators with influencing skills and the confidence to apply them in demanding commercial negotiations to achieve better results.

Introduction to Category Management (1 day course)

Improves skills in identifying appropriate category management structures and builds an understanding of what it takes to develop them.

Advanced Category Management (2 day course)

Provides a clear understanding of how organisations can apply advanced management of spend categories and a tool set for managing suppliers' contributions to organisational objectives.

Whole of Life Contract Management (1 day course)

Provides a practical understanding of successful contract management processes and practices within today's competitive business environment

Supplier Relationship Management (1 day course)

Enhances relationship management skills to enable trust-building in supplier relationships, successful management of supplier performance and the delivery of sustained value for money throughout a contract's life.

Specification Writing (1 day course)

Helps practitioners understand and develop specifications that get better outcomes from contracts for both goods and services.

How to write an RFQ (1/2 day course)

Equips junior buyers with the skills to design a functional, effective RFQ document that ensures responses provide the organization with powerful information.

How to write an RFT (1/2 day course)

Equips junior buyers with the skills to design a functional, effective RTF document that ensures responses provide the organization with powerful information

Tender Evaluation (1 day course)

Improves the quality of tender assessments by providing basic guidance on the development of evaluation criteria and broadening understanding of tender evaluation principles and practices.

Risk Management (1 day course)

Promotes a range of practical approaches to managing risk in the procurement process drawing on fresh perspectives of risk management

Reducing Total Cost (1 day course)

Explores practical approaches for measuring and reducing total cost, equipping participants with the tools and techniques to facilitate a stakeholder-centric process for doing so.

Understanding Sales Techniques(1 day course)

Helps procurement people who interact with sales staff anticipate and recognize sales strategies so they can avoid being marginalized by them and ensure the procurement process is managed by the buying organisation.

Finance for Procurement (1 day course)

Helps buyers understand and interpret freely available financial data on suppliers and markets, and use it to develop successful procurement strategies.

Change Management (1 day course)

Explores reactions to change and looks at how to adapt quickly and productively in today's business environment where change is constant.

View www.cipsa.com.au for further details