



This process of negotiation with a supplier requires preparation and planning in order for the negotiation to be successful. Identifying what the key terms will be and what possible outcomes could result are all part of the planning process. This course is intended for people in the procurement environment who are required to negotiate with supplier to achieve a win-win outcome.

### Benefits of attending this courses

On completion of this course, the learner will be able to describe the processes and principles used when negotiating with suppliers, plan and prepare ahead of a negotiation, go through the negotiation process and review and evaluate the outcome.

### Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

### Who should attend and prerequisites

This course is intended for decision makers in purchasing and procurement who are responsible for negotiating with suppliers and obtaining the best terms for the organisation.

Learners should be competent in Communication, Mathematics and computer literacy (NQF Level 4)

### How to Book

Complete the form on our website to enquire about this course and make a booking.

## Course Outline – Key Learning Points

- The philosophy of negotiations in terms of the values and approach of the organisation
- The various circumstances for negotiations and their objectives
- Negotiation processes used in the organisation
- The objectives of the negotiation in terms of required outcomes
- Identifying factors that are/are not negotiable
- The strategy to be used is planned
- Possible strategies of the other parties are explored along with responses that might be required from the negotiator
- Fall-back positions and options as per planned negotiations are determined
- The negotiating atmosphere is set in terms of the negotiating strategy of the organisation
- Proposals and counter proposals are presented in a way that is clear and understandable to all parties
- The negotiation process and follow up points are recorded
- The negotiation process and results are reviewed in terms of the original objectives
- Review of the negotiation process to identify strengths and weaknesses in the negotiation process
- Identify areas for development and recommendation for future improvement

## Accreditation and Assessment

**TETA Unit Standard: NLRD252267**

This unit standard is on NQF Level 5 and has 12 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

## Duration and delivery options

This course is conducted over 2 days or 4 half days. A delivery schedule is provided for submission of POE's and FSA's. Flexible time slots can be agreed for groups of 8 or more.

All courses can also be taken on line at a reduced fee.

## Where to next..?

After completing this course your next learning opportunities include, but not limited to:

- SCML10: Procurement in the Supply Chain
- SCMW01: Supply Chain and Materials Management
- US0205: Supply Chain Performance Management
- US0206: Monitoring and assessing risk in the supply chain

## About BIZZCO

BIZZCO is an accredited training provider with MerSETA and TETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.