Procurement and Asset Management Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Procurement and Asset Management is a strategic business function that drives cost optimization, supply chain efficiency, compliance, and organizational value creation. In today’s competitive and digital-first environment, organizations are increasingly adopting strategic sourcing, e-procurement systems, lifecycle asset management, and data-driven procurement analytics to improve transparency and performance. Procurement and Asset Management Training Course equips professionals with modern tools, techniques, and frameworks to manage procurement operations and physical assets effectively while ensuring accountability, governance, and sustainability.

The course focuses on building competencies in supplier relationship management (SRM), contract management, inventory optimization, fixed asset tracking, procurement automation, and risk mitigation strategies. Participants will gain practical skills to enhance procurement efficiency, reduce operational waste, and maximize return on assets (ROA) using globally accepted best practices and digital transformation trends in procurement and asset management.

Programme Curriculum

Procurement and Asset Management Training Course

Introduction

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Course Duration

5 days

Course Objectives

1. Master Strategic Procurement Planning & Execution
2. Develop expertise in Supply Chain Optimization Techniques
3. Strengthen Supplier Relationship Management (SRM) Capabilities
4. Implement E-Procurement & Digital Procurement Systems
5. Enhance Cost Reduction & Spend Analysis Strategies
6. Apply Contract Lifecycle Management Best Practices
7. Improve Inventory & Stock Control Optimization
8. Strengthen Asset Lifecycle Management (ALM)
9. Build competence in Fixed Asset Tracking & Valuation
10. Ensure compliance with Procurement Governance & Regulatory Frameworks
11. Reduce risks through Procurement Risk Management Strategies
12. Leverage Procurement Analytics & Data-Driven Decision Making
13. Improve organizational efficiency through Sustainable Procurement Practices

Target Audience

1. Procurement Officers & Procurement Managers
2. Supply Chain Professionals
3. Finance & Budgeting Officers
4. Asset & Inventory Managers
5. Operations Managers
6. Project Managers handling procurement activities
7. Government procurement officers & public sector staff
8. NGO procurement and logistics coordinators

Course Modules

Module 1: Procurement Fundamentals & Strategic Sourcing

- Procurement lifecycle and value chain understanding
- Strategic sourcing vs tactical procurement
- Vendor selection criteria and evaluation models
- Procurement policies and compliance frameworks
- Cost-benefit analysis in procurement decisions
- **Case Study:** A manufacturing company reduces procurement costs by 18% through strategic sourcing redesign.

Module 2: Supply Chain Management & Optimization

- End-to-end supply chain integration
- Demand forecasting techniques
- Supply chain risk mitigation strategies
- Logistics and distribution optimization
- Just-in-Time (JIT) procurement systems
- **Case Study:** Retail chain improves delivery efficiency by optimizing supply chain nodes and reducing stockouts.

Module 3: Supplier Relationship Management (SRM)

- Supplier onboarding and qualification processes
- Performance evaluation scorecards
- Supplier collaboration frameworks
- Conflict resolution and negotiation strategies
- Long-term partnership development
- **Case Study:** Telecom company improves supplier reliability by implementing SRM performance dashboards.

Module 4: E-Procurement & Digital Transformation

- Introduction to e-procurement platforms
- Automation in purchase-to-pay (P2P) cycle
- Digital tendering and bidding systems
- Procurement analytics dashboards
- Integration with ERP systems
- **Case Study:** Government agency reduces procurement cycle time by 40% using e-procurement system.

Module 5: Contract Management & Legal Compliance

- Contract lifecycle management (CLM)
- Terms and conditions structuring
- SLA monitoring and enforcement
- Legal risks in procurement contracts
- Dispute resolution mechanisms
- **Case Study:** Construction firm avoids penalties by strengthening SLA monitoring in contracts.

Module 6: Inventory & Warehouse Optimization

- Inventory classification (ABC analysis)
- Stock control techniques
- Warehouse layout optimization
- Demand-based replenishment systems
- Inventory auditing and reconciliation
- **Case Study:** FMCG company reduces excess stock by 25% through ABC classification system.

Module 7: Asset Management & Lifecycle Optimization

- Asset identification and tagging systems
- Asset lifecycle costing and valuation
- Preventive maintenance strategies

- Depreciation methods and reporting
- Asset disposal and replacement planning
- **Case Study:** Energy company extends asset lifespan by 30% using preventive maintenance scheduling.

Module 8: Procurement Analytics, Risk & Sustainability

- Spend analysis and procurement dashboards
- Risk assessment models in procurement
- Fraud detection and compliance monitoring
- Sustainable and green procurement practices
- ESG integration in procurement decisions
- **Case Study:** Multinational reduces procurement fraud risk using predictive analytics tools.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com