# Training Course on Public Procurement

Professional Development Training Course Outline

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| **Category** | Development | **Duration** | 10 Days |
| **Base Fee** | $3,000 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Public procurement is a vital component of government and organizational operations, ensuring that public funds are efficiently used to acquire goods, services, and works. This training course offers an in-depth understanding of public procurement processes, legal frameworks, procurement planning, and compliance. Through practical exercises, case studies, and expert insights, participants will gain the skills necessary to navigate the complexities of public procurement and enhance their decision-making capabilities. Public procurement professionals will be equipped to manage contracts, negotiate better terms, and contribute to the overall efficiency of public sector procurement operations.

This course integrates the latest industry trends and legal updates, ensuring that learners are well-versed in contemporary procurement practices. Whether you're a procurement officer, contract manager, or consultant, this training will provide you with the tools needed to streamline processes, reduce risks, and promote transparency. Designed to meet the needs of public procurement professionals across various sectors, the course enhances competencies in both national and international procurement standards. By the end of the training, participants will be ready to manage complex procurement projects while adhering to the highest standards of integrity and accountability.

## Programme Curriculum

### Training Course on Public Procurement

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**Course Duration**

10 days

**Training Objectives:**

1. Understand the fundamentals of public procurement processes.
2. Gain proficiency in procurement planning and contract management.
3. Learn how to apply legal and regulatory frameworks in procurement.
4. Develop skills in managing procurement risk and compliance.
5. Master the techniques for conducting effective market research in procurement.
6. Improve negotiation skills to secure favorable terms and conditions.
7. Gain knowledge of sustainable and ethical procurement practices.
8. Understand the relationship between procurement and supply chain management.
9. Learn to manage procurement-related disputes and conflict resolution.
10. Study international procurement standards and best practices.
11. Gain expertise in procurement performance monitoring and evaluation.
12. Learn about e-procurement systems and technology integration.
13. Understand the role of public procurement in enhancing economic development.

**Organizational Benefits**

- Reduced procurement costs through optimized processes.
- Increased transparency and accountability in public spending.
- Improved compliance with regulatory requirements.
- Enhanced supplier relationships and performance.
- Minimized risk of fraud and corruption.
- Increased efficiency and effectiveness of procurement operations.
- Improved organizational reputation.

**Target Audience:**

1. Procurement Officers
2. Contract Managers
3. Government Employees
4. Supply Chain Managers
5. Public Sector Consultants
6. Legal Advisors in Procurement
7. Project Managers in Government Contracts
8. Private Sector Suppliers to Government

**Course Outline:**

1. **Introduction to Public Procurement**
   - Definition and principles of public procurement
   - Overview of procurement systems
   - Key stakeholders in the procurement process
   - Legal and ethical considerations
   - The role of procurement in governance

- **Legal and Regulatory Frameworks**
  - Key procurement laws and regulations
  - National and international legal frameworks
  - Compliance requirements and risk mitigation
  - Anti-corruption measures in procurement
  - Legal challenges in procurement practices

- **Procurement Planning and Strategy**
  - Importance of procurement planning
  - Developing a procurement strategy
  - Market analysis and supplier selection
  - Cost estimation and budgeting
  - Procurement forecasting and risk assessment

- **Procurement Methods and Techniques**
  - Open and closed tendering
  - Request for Proposals (RFP)
  - Direct procurement methods
  - Framework agreements and their uses
  - Evaluating bids and proposals

- **Contract Management**
  - Stages of contract management
  - Contract negotiation strategies
  - Performance management and monitoring
  - Contract execution and enforcement
  - Managing contract disputes and resolution

- **Sustainable and Green Procurement**
  - Principles of sustainable procurement
  - Evaluating the environmental impact of procurement
  - Ethical sourcing and supplier management
  - Green procurement policies and practices
  - Promoting sustainability in the public sector

- **Risk Management in Procurement**
  - Identifying procurement risks
  - Risk assessment tools and techniques

- Mitigating procurement risks
- Managing unforeseen challenges and crises
- Establishing risk management frameworks

- **Public Procurement and Economic Development**
  - The role of procurement in economic growth
  - Procurement’s impact on local economies
  - Supporting small and medium enterprises (SMEs)
  - Procurement for infrastructure development
  - Leveraging procurement for job creation

- **Procurement Technology and E-Procurement**
  - Benefits of digital procurement solutions
  - Overview of e-procurement platforms
  - Electronic tendering systems
  - Integration of procurement software
  - Security and privacy in e-procurement systems

- **Procurement Monitoring and Evaluation**
  - Performance indicators in procurement
  - Evaluating procurement effectiveness
  - Supplier performance reviews
  - Feedback loops and improvements
  - Auditing and reporting procurement outcomes

- **International Procurement Standards**
  - Global procurement best practices
  - Understanding international agreements
  - Comparing local and international procurement systems
  - Challenges in cross-border procurement
  - Aligning with international standards

- **Negotiation Techniques in Procurement**
  - Fundamentals of negotiation
  - Creating win-win scenarios in procurement
  - Influencing supplier agreements
  - Negotiating under pressure
  - Managing negotiation conflicts

- **Public Procurement Disputes and Conflict Resolution**
  - Identifying sources of procurement conflicts
  - Legal procedures for resolving procurement disputes
  - Mediation and arbitration in procurement
  - Role of procurement tribunals
  - Preventative measures to avoid disputes

- **Advanced Procurement Practices**

- Strategic procurement decision-making
- Managing large-scale public procurement projects
- Innovation in procurement processes
- Cross-functional collaboration in procurement
- Effective supplier relationship management

- **Future Trends in Public Procurement**
  - The rise of AI in procurement
  - Blockchain technology in public procurement
  - Changing global procurement practices
  - Impact of COVID-19 on procurement
  - Digital transformation and innovation in procurement

**Training Methodology:**

- Interactive lectures with real-world case studies
- Group discussions and problem-solving exercises
- Practical simulations of procurement processes
- Workshops focusing on procurement tools and technology
- Expert sessions from industry leaders and legal experts
- Self-assessment and feedback mechanisms

**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** | 04 Dec 2026 | Online | $2,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $3,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $6,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $6,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $9,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |

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**Register Online Now**

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