

## **Procurement Fundamentals Workshops - Online**

This course provides an overview and introduction to the basics of procurement.

### **Procurement Fundamentals**

- ❖ Welcome and Introductions
- ❖ Procurement and Value for Money
- ❖ Procurement Methods
- ❖ What Constitutes a Contract?
- ❖ Planning for Procurement
- ❖ Developing Specifications
- ❖ Supply Market Analysis
- ❖ Understanding Risk Management in Procurement
- ❖ Evaluating Quotes and Bids from Suppliers
- ❖ Negotiation Basics
- ❖ Documenting the Procurement Process

**Fee: \$350.00 inclusive of GST**