



Training Seminars & Conferences



An Intensive 5-Day Training Seminar On

Leading & Managing Vendor Relations

14 - 18 Mar 2021, Dubai
26 - 30 Sep 2021, Dubai



www.euromatech.com

An ISO 9001:2015
and ISO 29993:2017
Certified Company

Leading & Managing Vendor Relations

INTRODUCTION

In today's highly competitive market environment, where vendor relationships play an important role in decision making and profitability, it is of paramount importance that organisation personnel are adequately trained in the fundamental principles of leading and managing vendor relationships.

This highly participative EuroMaTech training course will assist participants in learning how to lead vendor relations. The importance of knowing the skills of leadership will be discussed and practiced. Being able to know how to manage the relationships with vendors is an important skill for an organisation to possess and this training course provides the important areas as well as being able to assess the quality and performance of the vendors. Participants will be provided with valuable advice on the most critical areas of managing the vendor relationship operation.

Participants attending the Leading and Managing Vendor relationships training course will develop the following competencies:

- Update knowledge on who are the stakeholders in the organisation
- Understand the importance of the procurement function in the wider supply chain
- Develop skills in leading vendor relations
- Improve management skills
- Help the organization to optimise vendor relationships

WHO SHOULD ATTEND

The Leading and Managing Vendor Relations training course is suitable for a wide range of professionals employed in Logistics, Supply Chain and Purchasing Departments, and will be particularly beneficial to:

- Supply Chain Personnel
- Logistics Team
- Purchasing Department Personnel
- Personnel who have a relationship with vendors such as Stock Controllers and Accounts

PROGRAMME OBJECTIVES

EuroMaTech's Leading and Managing Vendor Relations training course aims to help participants to achieve the following objectives:

- Define the stakeholders within organizations
- Understand the importance of leading in a vendor environment
- Develop their skills in leading vendor relationships
- Improve their skills in managing vendor relationships
- Understand the concept of effective negotiations
- Perfect their skills in conducting Internal Audits and Management Reviews of vendor relationships

TRAINING METHODOLOGY

The Leading and Managing Vendor Relations training course will combine presentations with instructor-guided interactive discussions between participants relating to their individual workplace. Practical exercises, video material and case studies aiming at stimulating these discussions and providing maximum benefit to the participants will support the training.

PROGRAMME SUMMARY

This unique EuroMaTech training course on Leading and Managing Vendor Relations covers critical areas of operation in identifying the important people for relationships in today's competitive and demanding market environment. Participants will acquire and develop essential skills that will improve their competence while at the same time improving the overall processes that relate to leading the vendor relations and providing cost effective management procedures for the complete process of dealing with vendors.

PROGRAM OUTLINE

DAY 01

Understanding the Vendor Relationship Environment

- Definition of the wider supply chain
- Understanding the stakeholders using mapping
- Define the important vendors using different criteria
- Understand the needs of the organisation and those of the vendor

DAY 02

Leadership in Vendor Relationships

- Reflect on your current situation
- Develop a personal leadership style
- Set and communicate values and priorities
- Build personal leadership skills and behaviours
- Empower staff

DAY 03

Managing the Vendor Relationship

- Establish clear objectives and standards of performance for the relationship
- Manage your workload using effective prioritisation and delegation techniques
- Use needs and expectation analysis
- Rewarding good behaviour
- Work towards a win-win situation
- Exceed expectations with the vendor

DAY 04

Communication and Negotiating with Vendors

- Maximise your influencing skills through skilled communication
- Avoiding confrontational negotiations
- Communication techniques
- New techniques in influencing
- Understanding the vendor's power
- Negotiating pressure points and countermeasures

DAY 05

Measuring the Effectiveness of Vendors

- Vendor performance measures
- Internal audits
- Corrective / preventive actions
- Management reviews
- Constructing an action plan

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Leading & Managing Vendor Relations

✓	Date	Venue	Fee(\$)
	14 - 18 Mar 2021	Dubai	US\$4,950
	26 - 30 Sep 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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