



# دورة تدريبية في الاتجاهات المتقدمة للمشتريات والمناقصات وإدارة العقود



**AGILE LEADERS**  
Training Center

30 Mar - 10 Apr 2027

مدرب



## دورة تدريبية في الاتجاهات المتقدمة للمشتريات والمناقصات وإدارة العقود

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### Course Overview:

This course, "Advanced Trends in Procurement, Tenders, and Contract Management," is designed to equip professionals with cutting-edge knowledge and skills in procurement, tendering, and contract administration. As global procurement practices evolve, organizations must adopt advanced methodologies to enhance efficiency, transparency, and legal compliance.

Through this course, participants will explore strategic procurement planning, bid evaluation techniques, and risk management frameworks for contract administration. The training integrates best practices, legal considerations, and performance optimization tools KPIs to help professionals make data-driven decisions that reduce costs and improve supplier relationships.

A distinctive feature of this program is its focus on practical application—participants will engage in case studies, interactive simulations, and contract drafting exercises, ensuring they can immediately apply their learning in real world procurement and contract management scenarios.

The course is essential for organizations aiming to strengthen their procurement processes, mitigate legal risks, and implement sustainable supplier engagement strategies. By the end of this training, participants will gain a competitive edge in procurement negotiations, contract execution, and risk mitigation strategies, ultimately driving operational excellence.

### Target Audience:

- Procurement Managers and Officers
- Tender Committee Members
- Contract Administrators
- Legal Advisors
- Supply Chain and Logistics Managers

### Targeted Organizational Departments:

- Procurement and Purchasing
- Contract and Legal Affairs
- Supply Chain and Logistics
- Finance and Risk Management
- Quality Assurance and Corporate Excellence

## Targeted Industries:

- Government and Public Sector
- Construction and Infrastructure Development
- Manufacturing and Industrial Sector
- Energy, Oil, and Gas
- Healthcare and Pharmaceuticals
- IT and Technology Services

## Course Offerings:

By the end of this course, participants will be able to:

- Implement advanced procurement strategies to optimize purchasing operations.
- Master the bid preparation and evaluation process for competitive and fair tendering.
- Develop legally sound contracts that protect institutional interests and minimize risks.
- Enhance supplier relationships to ensure long-term collaboration and cost efficiency.
- Utilize Key Performance Indicators KPIs to measure procurement efficiency.
- Navigate complex legal frameworks to mitigate risks in tenders and contracts.
- Improve financial planning and cost-control strategies in procurement.

## Training Methodology:

This course employs a highly interactive and practical training approach, combining:

- Case Studies: Real-world procurement and contract management scenarios.
- Exercises: Hands-on bid preparation, evaluation, and negotiation simulations.
- Role-Playing: Live exercises to enhance negotiation and contract drafting skills.
- Interactive Discussions: Best practices, regulatory updates, and industry insights.
- Performance Analysis: Practical KPI-based procurement performance assessments.

## Course Toolbox:

- Procurement and Contract Templates
- Case Study Workbooks
- Checklists for Supplier Selection and Risk Assessment
- Bid Evaluation Matrices
- KPI Dashboards for Procurement Performance Analysis
- Legal Compliance Guidelines

## Course Agenda:

## Day 1: Foundations of Procurement Management

- The Strategic Role of Procurement in Organizational Success Topic 1: •
- Key Procurement Functions and Their Impact on Business Efficiency Topic 2: •
- Understanding Procurement Policies and Regulatory Compliance Topic 3: •
- Ethical Considerations and Transparency in Procurement Topic 4: •
- Common Challenges in Procurement and How to Overcome Them Topic 5: •
- The Evolution of Procurement: Trends and Best Practices Topic 6: •
- Discussing the Importance of Procurement as a Strategic Function Reflection & Review: •

## Day 2: Procurement Planning and Sourcing Strategies

- Developing a Comprehensive Procurement Plan Topic 1: •
- Identifying and Evaluating Supplier Markets Topic 2: •
- Strategic Sourcing and Category Management Topic 3: •
- Balancing Cost, Quality, and Timeliness in Procurement Decisions Topic 4: •
- Risk-Based Procurement Planning Topic 5: •
- Digital Transformation and E-Procurement Tools Topic 6: •
- Analyzing Effective Procurement Planning Case Studies Reflection & Review: •

## Day 3: Understanding Tendering Processes and Methods

- Types of Tenders: Public, Limited, and Negotiated Procurement Topic 1: •
- Preparing Tender Documents and Writing Clear Specifications Topic 2: •
- Evaluating Pre-Qualification and Supplier Registration Criteria Topic 3: •
- Tendering Compliance: Regulatory and Legal Aspects Topic 4: •
- Challenges in Managing Competitive Tendering Topic 5: •
- Supplier Selection Strategies for Optimal Performance Topic 6: •
- Reviewing Real-Life Tendering Scenarios and Best Practices Reflection & Review: •

## Day 4: Bid Evaluation and Selection

- The Principles of Transparent and Fair Bid Evaluation Topic 1: •
- Technical vs. Financial Bid Assessment Criteria Topic 2: •
- Common Pitfalls in Bid Evaluation and How to Avoid Them Topic 3: •
- The Role of Evaluation Committees in Decision-Making Topic 4: •
- Legal and Ethical Issues in Bid Evaluation Topic 5: •
- Post-Bid Analysis and Awarding Contracts Topic 6: •
- Interactive Case Study on Effective Bid Selection Reflection & Review: •



## Day 5: Contract Formation and Legal Frameworks

- Key Components of a Procurement Contract Topic 1: •
- Contract Structuring: Terms, Conditions, and Obligations Topic 2: •
- Identifying and Managing Contractual Risks Topic 3: •
- Legal Considerations in Procurement and Contracting Topic 4: •
- Managing Contract Negotiations for Best Outcomes Topic 5: •
- Common Disputes and Conflict Resolution in Contracts Topic 6: •
- Reviewing Real Procurement Contract Cases Reflection & Review: •

## Day 6: Financial Management in Procurement

- Understanding Cost Analysis and Budgeting in Procurement Topic 1: •
- Negotiating Procurement Pricing and Cost Reduction Strategies Topic 2: •
- Financial Implications of Procurement Contracts Topic 3: •
- Managing Procurement Expenses and Cost Control Techniques Topic 4: •
- Financial Risks in Procurement and How to Mitigate Them Topic 5: •
- Using KPIs to Measure Financial Performance in Procurement Topic 6: •
- Reviewing Procurement Budgeting and Cost Efficiency Case Studies Reflection & Review: •

## Day 7: Supplier Relationship Management SRM

- Understanding the Importance of Supplier Relationship Management Topic 1: •
- Effective Supplier Evaluation and Performance Measurement Topic 2: •
- Building Strategic Partnerships with Suppliers Topic 3: •
- Supplier Risk Management and Contingency Planning Topic 4: •
- Managing Supplier Performance Through Contracts and SLAs Topic 5: •
- Leveraging Technology to Improve Supplier Collaboration Topic 6: •
- Analyzing a Supplier Management Case Study Reflection & Review: •

## Day 8: Procurement Risk Management

- Identifying and Assessing Procurement Risks Topic 1: •
- Strategies for Mitigating Supplier and Contract Risks Topic 2: •
- Legal and Compliance Risks in Procurement Transactions Topic 3: •
- Fraud Prevention and Anti-Corruption Measures in Procurement Topic 4: •
- Crisis Management and Business Continuity Planning Topic 5: •
- Case Study: Lessons from Major Procurement Failures Topic 6: •
- Reviewing Risk Management Strategies in Procurement Reflection & Review: •

## Day 9: Performance Measurement and Continuous Improvement

- Key Procurement Performance Metrics KPIs Topic 1: •
- Measuring Procurement Effectiveness and ROI Topic 2: •
- Benchmarking Procurement Performance Against Industry Standards Topic 3: •
- Enhancing Procurement Efficiency Through Automation and AI Topic 4: •
- Sustainable Procurement and ESG Environmental, Social, and Governance Considerations Topic 5: •
- Continuous Improvement Strategies in Procurement Operations Topic 6: •
- Designing a Procurement Performance Improvement Plan Reflection & Review: •

## Day 10: Procurement Strategy and Future Trends

- The Role of Procurement in Driving Organizational Strategy Topic 1: •
- Emerging Technologies in Procurement Blockchain, AI, Automation Topic 2: •
- Sustainable and Ethical Procurement Practices Topic 3: •
- Adapting Procurement Strategies to Market Volatility Topic 4: •
- Advanced Procurement Negotiation Techniques Topic 5: •
- Future-Proofing Procurement: The Road Ahead Topic 6: •
- Final Discussion and Action Plan for Implementing Learned Strategies Reflection & Review: •

## FAQ:

**What specific qualifications or prerequisites are needed for participants before enrolling in the course?**

Participants should ideally have at least two years of experience in procurement, tenders, or contract management. A basic understanding of purchasing principles or legal frameworks in procurement is beneficial but not mandatory.

**How long is each day's session, and is there a total number of hours required for the entire course?**

Each day consists of 4-5 hours of training, including lectures, case studies, and interactive sessions. The full course spans ten days, totaling 45-50 hours of instruction.

**What are the biggest legal risks in procurement and contract management?**

Some of the most common risks include non-compliance with legal requirements, misinterpretation of contract terms, supplier disputes, and fraudulent procurement practices. This course will provide insights into mitigating these risks through contractual safeguards and due diligence practices.

## How This Course is Different from Other Procurement and Contract Management Courses:

Unlike generic procurement courses, this program integrates advanced procurement strategies with legal and financial risk mitigation techniques.

Participants will gain hands-on experience through case studies, simulations, and contract drafting exercises, ensuring practical application of concepts rather than just theoretical understanding. The course also incorporates the latest trends in digital procurement, automation, and sustainability, making it highly relevant to modern procurement challenges.

Additionally, the program focuses on performance measurement, equipping participants with tools such as KPIs and analytics dashboards to enhance procurement efficiency. By the end of the training, professionals will have a clear, actionable strategy for improving procurement, reducing costs, and ensuring regulatory compliance in their organizations.

-This course is a must for procurement and contract professionals seeking to elevate their expertise and drive value driven procurement strategies in today's competitive landscape.



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



براغ - جمهورية التشيك



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجر - تنزانيا



روما - إيطاليا



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر

## مدن التدريب



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونتره - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



نيس - فرنسا



نairobi - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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