

PROCUREMENT BEST PRACTICES

“Enhancing Value, Compliance, and Performance in Modern Procurement Operations”

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

Procurement today is not just about buying goods and services—it is about creating strategic value, driving operational efficiency, and ensuring transparency. Evolving market dynamics, regulatory frameworks, and stakeholder expectations have made procurement a critical business function.

This 2-day training program is designed to provide participants with a comprehensive view of procurement best practices, from strategic sourcing and supplier evaluation to compliance, sustainability, and digital transformation. Through practical tools and real-world examples, participants will strengthen procurement performance in both public and private sector environments.

Objectives

- By the end of this course, participants will be able to:
- Apply globally recognized procurement principles and frameworks
 - Develop effective sourcing strategies and supplier evaluations
 - Strengthen procurement planning and contract execution
 - Integrate risk management and compliance into procurement operations
 - Align procurement activities with organizational goals and values

Why Attend

- Upgrade your procurement processes to international best practice standards
- Improve supplier selection and performance outcomes
- Reduce risks and ensure regulatory compliance
- Learn to balance cost, quality, risk, and sustainability in decision-making
- Gain practical templates and tools used by leading procurement teams

Target Audience

This program is designed for:

- Procurement and sourcing professionals
- Purchasing officers and supply chain managers
- Project and contract managers
- Finance and compliance officers
- Department heads and policy advisors involved in procurement decisions

Individual Benefits

Key competencies that will be developed include:

- Strategic sourcing and category management
- Supplier relationship and performance management
- Risk-based procurement decision-making
- Legal and ethical procurement awareness
- Digital tools and innovation in procurement

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Streamlined procurement workflows and improved efficiency
- Stronger vendor relationships and cost savings
- Increased compliance with procurement policies and ethics
- Better alignment with ESG and sustainability goals
- Enhanced organizational reputation through procurement excellence

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Procurement frameworks, policy trends, and governance models
- Case Studies – Examples of procurement challenges and success stories
- Workshops – Tools for tendering, evaluation, and supplier monitoring
- Peer Exchange – Shared experiences and discussion of current procurement issues
- Tools – Sourcing templates, risk registers, evaluation matrices, and contract trackers

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Foundations and Strategic Sourcing

- Module 1: Procurement Governance and Ethics (07:30 - 09:30) • Core procurement principles: value, integrity, transparency • Regulatory frameworks and internal controls • Procurement roles and organizational alignment
- Module 2: Strategic Sourcing and Planning (09:45 - 11:15) • Category management and spend analysis • Developing sourcing strategies • Supplier prequalification and market engagement
- Module 3: Tendering and Supplier Evaluation (11:30 - 01:00) • Writing RFQs/RFPs and technical specifications • Designing evaluation criteria and scoring frameworks • Avoiding conflicts of interest and bias
- Module 4: Workshop - Building a Sourcing Plan (02:00 - 03:30) • Group activity: strategic sourcing for a complex category

Day 2: Risk, Performance, and Continuous Improvement

- Module 5: Contract Management and Compliance (07:30 - 09:30) • Key contract terms and SLA development • Monitoring supplier obligations and managing performance • Managing variations and enforcing compliance
- Module 6: Risk Management in Procurement (09:45 - 11:15) • Identifying and assessing procurement risks • Building mitigation strategies into contracts • Risk-based supplier selection
- Module 7: Sustainability and Innovation in Procurement (11:30 - 01:00) • ESG and green procurement practices • Digital tools and e-procurement platforms • KPIs and reporting for procurement excellence
- Module 8: Final Q&A and Action Planning (02:00 - 03:30) • Summary of tools, takeaways, and improvement strategies • Group presentations and course feedback

Certification

Participants will receive a Certificate of Completion in Procurement Best Practices, validating their capability to apply strategic, efficient, and ethical procurement practices in line with global standards

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