

## CERTIFICATE IN PROCUREMENT & SUPPLY OPERATIONS (CIPS)

*“Build Core Competencies in Procurement, Contracting & Supply Chain Management Aligned with Global Best Practices”*

### Schedule

Date	Venue	Fees (Face-to-Face)
25 - 29 Oct 2026	Doha - Qatar	USD 3495 per delegate

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

### Introduction

Procurement and supply operations are critical enablers of business efficiency, profitability, and competitive advantage. As supply chains grow increasingly global and complex, professionals must be equipped with standardized knowledge, tools, and frameworks to manage procurement processes effectively and ethically.

This intensive 5-day course provides a foundational understanding of procurement and supply operations in line with Chartered Institute of Procurement & Supply (CIPS) principles. It equips participants with essential skills in purchasing, supplier selection, contract management, inventory control, and risk mitigation to improve value delivery across procurement functions.

### Objectives

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

- Understand the key principles, processes, and functions of procurement and supply operations
- Apply standardized procurement procedures to ensure consistency and transparency
- Evaluate suppliers and manage performance using clear criteria and KPIs
- Administer contracts and manage supplier relationships effectively
- Identify risks in the supply chain and implement mitigation strategies

## Why Attend

- Build practical skills aligned with globally recognized CIPS standards
- Strengthen the effectiveness of your procurement activities and decisions
- Reduce costs and increase value in purchasing processes
- Prepare for further qualifications in procurement and supply chain management
- Contribute directly to organizational efficiency, compliance, and accountability

## Target Audience

This program is designed for:

- Entry-level and mid-career procurement professionals
- Supply chain and logistics officers
- Contract administrators and purchasing clerks
- Project coordinators and finance officers involved in sourcing
- Anyone working toward a CIPS qualification or seeking to improve procurement knowledge

## Individual Benefits

Key competencies that will be developed include:

- Procurement cycle management and purchasing methods
- Supplier prequalification and bid evaluation
- Inventory and stock control practices
- Basic contract law and compliance considerations
- Communication and negotiation skills in supplier interactions

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More consistent and standardized procurement operations
- Increased cost-efficiency and process visibility
- Enhanced supplier performance and risk management
- Improved alignment between procurement and organizational objectives
- Greater readiness for audits and external evaluations

## Instructional Methodology

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

- Strategy Briefings - CIPS procurement principles, cycle stages, and best practices
- Case Studies - Supplier management scenarios and contract challenges
- Workshops - Purchase order processing, bid evaluation, and contract monitoring
- Peer Exchange - Lessons learned from procurement in various sectors
- Tools - Templates for RFPs, RFQs, evaluation matrices, and procurement checklists

## Course Outline

### DETAILED 5-DAY 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: Introduction to Procurement & the Supply Cycle

- Module 1: Role of Procurement in the Organization (07:30 – 09:30) • Value contribution, ethics, and organizational impact
- Module 2: The Procurement Cycle Explained (09:45 – 11:15) • From needs identification to contract close-out
- Module 3: Workshop – Procurement Process Mapping (11:30 – 01:00) • Map and critique your organization's current procurement process
- Module 4: Procurement Policy and Compliance (02:00 – 03:30) • Governance, regulations, and internal controls

#### Day 2: Supplier Selection & Evaluation

- Module 1: Sourcing Strategies & Supplier Prequalification (07:30 – 09:30) • Open, selective, and negotiated tenders
- Module 2: Bid Evaluation & Award Procedures (09:45 – 11:15) • Criteria setting, scoring, and documentation
- Module 3: Workshop – Designing an Evaluation Matrix (11:30 – 01:00) • Score and compare supplier offers
- Module 4: Supplier Relationship Management (02:00 – 03:30) • Communication, KPIs, and dispute handling

#### Day 3: Contracts, Cost & Legal Considerations

- Module 1: Fundamentals of Procurement Contracts (07:30 – 09:30) • Terms, conditions, obligations, and enforcement
- Module 2: Cost Analysis and Value for Money (09:45 – 11:15) • Price vs. cost, TCO, and value-based procurement
- Module 3: Workshop – Contract Clause Review (11:30 – 01:00) • Identify risk clauses and mitigation approaches
- Module 4: Legal and Ethical Standards in Procurement (02:00 – 03:30) • Anti-corruption, transparency, and supplier code of conduct

#### Day 4: Inventory, Logistics & Supplier Performance

- Module 1: Inventory Management Principles (07:30 – 09:30) • EOQ, stock levels, JIT, and warehouse control
- Module 2: Logistics & Distribution in the Supply Chain (09:45 – 11:15) • Transport, handling, and delivery terms (Incoterms)
- Module 3: Workshop – Inventory Case Analysis (11:30 – 01:00) • Solve common inventory planning challenges
- Module 4: Supplier Performance Measurement (02:00 – 03:30) • Setting and tracking KPIs and SLAs

#### Day 5: Risk, Sustainability & Improvement Opportunities

- Module 1: Procurement Risk Identification & Management (07:30 – 09:30) • Operational, financial, and reputational risks
- Module 2: Sustainable & Ethical Procurement (09:45 – 11:15) • Environmental and social responsibility in supply chains
- Module 3: Workshop – Risk Mapping & Mitigation Plan (11:30 – 01:00) • Develop a supplier risk profile and control actions
- Module 4: Continuous Improvement in Procurement (02:00 – 03:30) • KPIs, audits, and stakeholder feedback loops

## Certification

Participants will receive a Certificate of Completion in Procurement & Supply Operations (CIPS), validating their understanding of procurement principles, supplier management, contract fundamentals, and supply chain operations aligned with international best practices.

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