PUR 0100. Essentials of Purchasing. 1.4 Hour.
Covers how to get the best deal from suppliers, develop and maintain a competent supplier base, understand the supply chain concept, implement the procurement card, negotiate successfully, inventory valuation techniques, the most important things to know about the legal side of purchasing, how to measure supplier performance, and much more.

PUR 0101. Advanced Purchasing Strategies. 1.4 Hour.
Offers purchasing professionals an opportunity to brush up on what they are doing as well as to become exposed to the most current purchasing techniques to allow the company to prosper and grow in these changing times. Significant changes are taking place in technology, organizations, and the role of purchasing.

PUR 0102. Legal Aspects of Purchasing. 1.4 Hour.
Offers solid, practical material based on vast experience and proven methods. Covers when a contract is a contract, the best way to determine the authority level of the seller, how to get an extended warranty at no extra cost, and the best remedy for avoiding and settling disputes.

PUR 0104. Improving Purchasing Performance. 1.4 Hour.
Designed to help buyers to identify, understand, and manage the involvement of nontraditional purchasing personnel in the purchasing process. The single biggest impediment to progress for the professional buyer is the high degree of purchasing done by nontraditional purchasing personnel. According to a study done by the Center for Advanced Purchasing Studies, a purchasing research organization, 59 percent of purchases are made by nontraditional purchasing staff.

PUR 0105. How to Purchase Services. 1.4 Hour.
Introduces the purchasing of services approach. When 73 percent of the workforce is employed by service industries selling to you, the traditional approaches to purchasing tangible items are ineffective. The purchasing of services approach is uniquely different, at least if you expect to negotiate the best contract, reduce and control costs, maximize and insure the quality of purchased services, and scrutinize supplier performance. This workshop offers purchasing professionals an opportunity to obtain the purchasing technology and know-how for being confident that the services purchased are as cost-effective as the products purchased.

PUR 0107. Contract Writing. 1.4 Hour.
Offers those involved in all stages of the contracting process an opportunity to understand, anticipate, and manage the consequences of the contracting process. Contracts are used in commercial situations for two primary purposes: first, to create a record of the terms of the agreement between the parties and, second, to protect the legitimate interests of those parties. Striking the appropriate balance between these is the challenge, often unappreciated, of the person drafting the contract.

PUR 0108. E-Business Purchasing. 1.4 Hour.
Covers and forecasts what the e-commerce professional needs to know now and do next in his or her company. The Internet revolution has and continues to impact the way business is conducted. Those in procurement or supply chain continue to be affected probably more than any other profession and need to know and understand the dynamics of this technology and how to harness and manage its power.

PUR 0109. Cost/Price Analysis. 0.7 Hours.
Offers purchasing professionals an opportunity to obtain the tools that can assist and guide them in ways to identify cost drivers and to use them effectively in negotiations. The pressure for people who have the responsibility for the purchase of goods and services is greater today than at any time in current history. As companies struggle with the rapid shift in technology and markets, purchasing is being challenged to reduce costs at an even higher level.

PUR 0111. Purchasing and Supply Management. 3.6 Hours.
Covers purchasing, contract management, cost/price analysis, contract law, and supplier issues. Offers supply professionals and purchasing managers an opportunity to obtain improved confidence when dealing with suppliers through negotiations, learn how to reduce time and money by eliminating suppliers that don’t meet the organization’s goals, learn what key cost drivers are and how to use them, develop new approaches to examining cost and price, improve efficiency in analyzing suppliers’ costs, and obtain financial insight to best understand a company’s performance and relevant issues that may affect future operations.