



Effective Negotiation Skills for Purchaser

August 1— 2, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr. Sekar Ponnar, is both a practitioner and an educator in the field of Logistics, Supply Chain and Procurement. He holds a MBA (General Management) from University of Hull, UK, a Bachelors Degree (Hons) in Economics from University Malaya and an Advance Diploma in Logistics Management, UK from Chartered Institution of Logistics and Transport in Malaysia. He is also a chartered member of the Chartered Institution of Logistics and Transport Malaysia. Mr. Sekar has a solid 20-year experience in the field of Logistics, Procurement and Supply Chain gained through his work stint in big conglomerates and Multi-National Companies at various levels ranging from Junior to Executive level in the areas of manufacturing, logistics service providers, implementation of supply chain management, setting up 3PL logistics management and liaison with various authorities. He has assisted clients to improve their supply chain management and develop the integrated logistics systems, stock level reduction, improve the purchasing and inventory management performance and enhance customer service standards. In his 20 years of service in the corporate world, Mr Sekar has covered different geographical areas from local operations to regional scope covering whole of Asia. He has wide management exposure in different areas of business; having held key management positions in Logistics Operations, Inventory Management, Procurement and Supply Chain. Mr. Sekar also serves as consultant for GLG Asia (based in Singapore), Rakan Ikhlas Sdn Bhd and Generic Business Solutions Pt Ltd (based in Ahmedabad, India) in the field of Logistics, Supply Chain and Procurement. As a PSMB certified trainer, Mr. Sekar has been a corporate trainer since 2010 and has conducted in-house training programmes for the companies he worked for as well as external companies in Negotiation Skills, Contract Management, Sourcing Skills & Developing Savings Action Plans, Warehouse Management, Fundamentals of Procurement, Fleet Management, Supply Chain Management, Business Process Reengineering, Developing Comprehensive Standard Operating Procedure for Procurement, Logistics Management, Inventory Planning & Control and Transport & Distribution. He has the unique ability to connect with people and uses humor and creative teaching techniques in his workshop sessions. He adopts a practical approach and provides relevant applications in his session. He is also able to simplify the theories and relate them to real life examples to enhance the learning process.

OBJECTIVES

- Acquire knowledge on the phases of negotiation
- Recognise your strengths and weaknesses and where you stand as a negotiator
- Develop an effective plan and strategy for a level playing field for negotiators who are against suppliers who are Subject Matter Experts

CONTENTS

- Getting the Fundamentals right
- Planning and Preparing for Negotiation
- Negotiation Strategies
- Developing "Should be Costs and Price"
- Understanding the Elements of Cost that Make up a Supplier's Price
- On the Negotiation Table – It's show time !!
- Advance Purchasing Negotiation Strategies
- Negotiation Role Play

ADMINISTRATIVE DETAILS

Dates : **August 1– 2, 2018**
 Time : 9.00 am – 5.00 pm
 Venue : **Shah Alam Convention Centre**
 No. 4 Jalan Perbadanan 14/9
 40000 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,200 per participant
 Non Members – RM1,500 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

WHO SHOULD ATTEND

Purchasing Executives/Managers, Managers, Heads of Department and decision-makers who actively participate in negotiations

IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

REGISTRATION FORM

Effective Negotiation Skills for Purchaser

August 1 - 2, 2018 (Wednesday-Thursday)

Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality

IC No.

2. **Name** **Designation** **E-mail**

Nationality

IC No.

3. **Name** **Designation** **E-mail**

Nationality

IC No.

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____