

PARTICIPATION FEES

Members: RM 990.00 per participant
Non-Members: RM 1,113 per participant
(Fees stated above inclusive of 6% GST)

WHO SHOULD ATTEND

Purchasing Managers, Purchasing Executives, Officers, Assistant Officers, Supervisors and Purchasing Assistants.

REGISTRATION

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.

REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 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.

For further enquiries kindly contact:
Lina : akmalina@fmm.org.my
Liza : aliza@fmm.org.my
Tel: 06-6031616 / 26 / 27

Closing Date
22 Feb, 2017



MANAGING SUPPLIERS FOR COMPETITIVE ADVANTAGE

HRDF
Claimable

Date : 23-24 February, 2017

Time : 9.00 am - 5.00pm

Venue : Palm Seremban Hotel

INTRODUCTION

Managing suppliers plays a vital role in the field of purchasing management. Mastering supplier management will save money, save time and achieve a high degree of satisfaction from end users in an organization. Managing suppliers is the key to resolving issues when they arise in a supplier buyer relationship.

OBJECTIVES

- To effectively obtain offers
- To effectively select offers
- To evaluate supplier offers
- To build long term supplier relationships
- To manage supplier relationships
- To evaluate supplier performance
- To enhance continuous improvements from suppliers
- To reduce supplier related costs

COURSE CONTENTS

Unit 1: Overview of Managing Suppliers

Managing suppliers – how to?
Importance of managing suppliers
Types of purchase items
The supply positioning model

Unit 2: Obtaining & Selecting Offers

Important dimensions when obtaining & selecting offers
The process of obtaining & selecting offers
The link to supply strategy
Methods of obtaining offers
Comparing the different methods of obtaining offers
Identifying, screening and researching suppliers
How many suppliers?

Unit 3: Criteria to Evaluate Offers

Possibilities for evaluating supplier's offers
Lowest price
Lowest total cost of ownership (TCO)
Weighted scoring
Value judgment

Choosing a basis of evaluation
Receiving and evaluating the offers

Unit 4: Managing Supplier Relationships

Building good relationship with suppliers
Dealing with your suppliers

Further developing and motivating the suppliers
Managing your suppliers

Drawing up service level agreements with suppliers
Awarding contracts

Unit 5: The Performance Evaluation Process

Why evaluate performance?
What makes a good evaluation system?
Managing the process of performance evaluation
The scope of evaluation
The purchasing & supply performance management model
Performance related to outcomes

Unit 6: Performance Measurement and Targets

Understanding performance measures
Targeting targets
Key performance indicators
Examples of measures and targets
Evaluating supplier performance

Unit 7: Supplier Performance Factors

Deriving targets from the purchasing and supply objectives
Weights applied to supplier performance factors
Weighted point method
Evaluating prices
Evaluating quality
Evaluating delivery: the basis for calculation
Evaluating delivery: application
Evaluating service
Overall supplier evaluation

Unit 8: Cost-Ratio Method

Cost ratio method – assessing supplier quality
Cost ratio method – assessing supplier delivery
Cost ratio method – assessing supplier service
Cost ratio method – overall assessment
Total acquisition cost method

Unit 9: Implementing the Evaluation

Understanding implementation
Frequency of measurement
Record keeping
Collecting the measurement data



Trainer

DR JASJIT KAUR holds a PhD (USM), MBA (Gen.Mgt), Bachelor Degree (Hons) in Business Administration (UUM) and Certificate in Personnel Management. (MIPM). She has more than 17 years of experience both in the Manufacturing and Service Industry. She has held various positions such as Administration Manager, Assistant Director of HR and Group Admin / HR Manager that covers the areas of HR, Store Mgt, Purchasing Mgt, Shipping & General Admin. Dr Jasjit has been a corporate trainer for the past 15 years. She has conducted extensive public and in-house trainings ranging from Logistics Mgt, Inventories, Purchasing Mgt, Warehouse Mgt, HR, Counselling, Motivation and Team Building, Supervisory Skills, Office Management and Leadership Skills to business communication. As a Training Specialist, she has conducted training for all levels of staff. In addition, she is a Certified Trainer for Development Dimension International's Recruitment Programmes, a certified ISO 9002 Internal Auditor and a certified Verifier by the National Vocational Training Council.

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

Payment : Enclosed cheque/Bank Draft no. _____ for RM _____ being payment for _____ participant (s) made in favour of "FMM Institute"

Submitted by :

Please tick /

FMM Member

NON- Member

Company Stamp

Name : _____ Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ Email : _____