

This programme is primarily designed to create an understanding on the techniques and skills involved in purchasing negotiations. It is intended to make participants identify their strengths and weaknesses, and be aware of the need to continuously develop their negotiation skills through practices in enhancing their competency to gain the best deal in the purchasing of materials and services.

C O N T E N T S

DAY 1

What Is Negotiation?

Internal And External Negotiations

Analysis Of Current Style

Preparation And Planning

Setting Buying Objectives

Information Gathering

DAY 2

The Power Of Listening

Appropriate Question Types

Methods Of Persuasion

Rules For Persuasion Techniques

The Human Elements

Objectives

At the end of the programme, participants will be able to:

- Identify concepts and practices of successful negotiations to improve competency in achieving organizational purchasing objectives;
- Apply negotiation skills, techniques and knowledge in effectively executing the tasks of getting the best deal in buying of materials and services; and
- Gain confidence in interfacing with vendors.

Trainer

Encik Ahmad Saffian currently runs his own Consultancy and Training firm. Prior to this, he has held the positions of General Manager with a MARA owned company, Warehouse Manager with Malaya Breweries and Materials Manager with Sapura Holdings.

He is one of the lecturers for the Malaysian Institute of Purchasing and Materials Management's Joint Certificate Programme with the Chartered Institute of Purchasing and Supply, U.K. He has also conducted a series of in-house programmes for several multinationals including a long term stint in training staff of Petronas in Stores, Purchasing and Materials Management.

Encik Saffian heads the professional team in reviewing and rewriting Petronas Carigali Sdn Bhd's purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing

and Supply, Encik Saffian holds a Diploma from Institute Teknologi MARA.

Who Should Attend

Purchasing Managers, Executives and Officers who are interested to acquire the knowledge, techniques and skills in negotiating will find the programme useful and beneficial.

Administrative Details

Date : May 7 - 8, 2012 (Mon - Tue)

Time : 8.30 am – 4.30 pm

Venue : FMM Institute
Level 5 (South), Wisma STA,
No. 26, Jalan Datuk Abang Abdul
Rahim, 93450 Kuching, Sarawak

Fees: FMM members RM780 per participant
Others RM980 per participant
(Fees include course materials, lunch and refreshments)

Completed registration form with cheque made in favour of **FMM Institute** should be forwarded to FMM Institute before **April 30, 2012.**

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement will be accepted at no additional cost. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.

*For further enquiries, please contact:
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Training Grant of 100% from PSMB can be applied through SBL schemes PRIOR to commencement of the programme.