MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Procurement and Supply Chain Management

Financial Aspects of Procurement

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2704	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

More and more companies are outsourcing large “pieces” of projects to third parties. The need for contract and procurement management has never been higher. When part of a project is bought from another organization, an additional layer of complexity and risk is introduced to the project. This course focuses on the special requirements of projects involving external contracting. This course also provides the basics for effectively managing the financial aspects of the project. Through group discussion, workshops and real world examples, participants use tools and basic methods for identifying, estimating, tracking and managing all project cost

Course Outcomes

- Critically evaluate the differences between leadership and management
- Critically analyse the main approaches to leadership for improving procurement and supply chain management
- Evaluate the main skills and behaviours that contribute to effective leadership for improving procurement and supply chain management
- Evaluate the main influencing styles that can be used in the effective leadership of a supply chain
- Evaluate the main leadership techniques that can be used to influence personnel involved in a supply chain
- Create a communication plan to influence personnel in the supply chain that:
- Critically analyse the sources of power and how they can be used to overcome common challenges faced by procurement and supply chain managers
- Evaluate the main tactics that can be used to influence stakeholders within supply chains to overcome common challenges faced by procurement and supply chain managers
- Analyse how equality and diversity issues relating to the supply chain can be managed to improve the effectiveness of the supply chain
- Evaluate the main methods of change management that can be used to develop the supply chain
- Critically assess the main methods for resolving conflict with internal and external stakeholders to support change in the supply chain
- Evaluate the importance of effective delegation to implement change successfully

Course Outline / Curriculum

Project Cost Management

- Cost estimating using the Work Breakdown Structure
- Creating a cost baseline
- Cost control
- Earned Value Management

Procurement & Contract Management

- Contracting basics
- Procurement Planning
- Solicitation Planning
- Source selection
- Selection criteria
- Contract negotiation
- Contract administration

Critically evaluate the differences between leadership and management

- Defining leadership
- The role of a leader and the activity of leadership
- The importance of leadership
- The differences between management and leadership

Critically analyse the main approaches to leadership for improving procurement and supply chain management

- The qualities or traits approach to leadership
- The functional or group approach, including action- centred leadership
- Styles of leadership including the authoritarian or autocratic, democratic and laissez- faire styles
- Contingency theories for leadership such as path-goal theory

Evaluate the main skills and behaviours that contribute to effective leadership for improving procurement and supply chain management

- The continuum of leadership behaviour
- The main forces in deciding the type of leadership
- Situational leadership
- Transformational and inspirational leadership

Evaluate the main influencing styles that can be used in the effective leadership of a supply chain

- Implementing a vision of improved procurement and supply chain management
- Models for managing in four different directions

The relevance of managing upwards and across to achieve desired results for improved supply chain management

- The merits of escalation as a means of influencing
- A range of influencing styles for cross functional leadership both within and outside the bounds of formal teams

Evaluate the main leadership techniques that can be used to influence personnel involved in a supply chain

- Assessing the readiness of followers or groups
- Leaders attitudes to people
- Management by objectives and establishing KPIs
- Measures of effectiveness
- Leadership development

Create a communication plan to influence personnel in the supply chain that:

- Provides an analysis of stakeholders
- Indicates how stakeholder mapping influences the communication plan
- Details appropriate leadership/influencing styles to obtain stakeholder buy in
- Indicates how electronic systems can be used to support stakeholder communication
- Stakeholder analysis including primary, secondary and key stakeholder
- How to obtain buy in to supply chain strategies from stakeholders
- Perspectives on stakeholder mapping
- How to use the intranet and internet websites for publishing information

Critically analyse the sources of power and how they can be used to overcome common challenges faced by procurement and supply chain managers

- Perspectives on individual power
- Processual, institutional and organisational levels of power
- Perspectives on organisational power
- The balance between order and flexibility

Evaluate the main tactics that can be used to influence stakeholders within supply chains to overcome common challenges faced by procurement and supply chain managers

- Proactive influencing tactics
- The psychological principles of influence

Analyse how equality and diversity issues relating to the supply chain can be managed to improve the effectiveness of the supply chain

- Defining diversity, equality and inclusion
- The benefits of diversity in organisations
- The impact of discrimination, harassment and victimisation
- Developing and implementing policies to enhance diversity

Evaluate the main methods of change management that can be used to develop the supply chain

- The nature of organisational change
- Planned organisational change
- Dealing with resistance to change
- Effective change management

Critically assess the main methods for resolving conflict with internal and external stakeholders to support change in the supply chain

- Contingency models of organisations
- The functions of the informal organisation
- The positive and negative outcomes of organisational conflict
- Strategies for resolving conflict

Evaluate the importance of effective delegation to implement change successfully

- Authority, responsibility and accountability
- Benefits of delegation
- A systematic approach to delegation
- The concept of empowerment

Target Audience

ProcurementDirectors/Managers;Budget Officers;Accountants;Auditors;Monitoring and EvaluationOfficers;Parliamentarians;Policy Officers;Decision Makers;Planning Officers;Finance Officers;Staff members of bilateraland multilateral agencies;Officers of Donor organizations

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexit

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Financial Aspects of Procurement
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____