

Training workshop on “Procurement and Supply Chain Management”

April, 22-24, 2014 ✦ Islamabad ✦



It is globally recognized that executives of any organization, whether it is a small, medium or large have to take decisions on procurement of goods required by the organization as well. Some time due to lack of Standard procedural knowledge they are misled by their staff. Through this workshop we can provide them basic/necessary concept and knowledge desired for their position. This will definitely improve their decision making power, confidence and ultimately will be much beneficial to their organization.

Methodology:

During the training interactive and participatory methodology will be adopted. An array of different training methodologies including plenary sessions, exercises, role plays, brainstorming techniques, group work, individual presentations, and ice breakers will be introduced. Timing: 0900 – 1700 hrs daily with extended hours for group work and home assignments

Training Fee:

PKR 20,000 per person including training cost, resource person fee, training material, refreshment and lunch during work hours.

Registering more than two persons would enable you get 10% off on training fee for each person.

Registration:

Please download the registration form from our website (www.hrlc.org.pk) and send it to Nazma Farooq Training and Capacity Building Associate at (hassan.hrlc@gmail.com) or call him on 03334- 5494717 or 051- 4900485-6



**Human Resource Learning
Centre (HRLC)**

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Proposed Contents

The proposed contents of the workshop are as follows:

Day One

Steps of Purchasing Procedure

- 1) Recognition of the need
- 2) Selection of the supplier
- 3) Placing the purchase order
- 4) Follow up of the order
- 5) Receiving and inspection of the materials
- 6) Payment of the invoice
- 7) Maintenance of the records
- 8) Maintenance of the vendor relations

CSR-based Purchasing Guidelines

- 1) Strict Compliance
- 2) Assurance of Quality
- 3) Fair Price
- 4) Observance of delivery date
- 5) Environmental Consideration
- 6) Assurance Safety
- 7) Maintenance & After Sale Services

Day Two

A. Items to be considered in selecting commodities

- 1) Raw materials
- 2) Use of harmful chemicals
- 3) Easy recycling and reutilization
- 4) Durability
- 5) Packing materials
- 6) Energy saving
- 7) Reducing the environmental load at disposal

B. Items to be considered in carrying out construction and maintenance work

- 1) Conservation of air and water quality
- 2) Reduction of noise and vibration
- 3) Energy and resource conservation
- 4) Treatment of wastes

C. Proposed Model for NGOs Purchase Procedure – Group assessment

(Keeping in view the needs of an NGO)

Day Three

- A. Supply Chain Management (SCM) an introduction and its scope**
- B. Five basic Components of SCM.**

1. Plan
2. Source
3. Make
4. Deliver
5. Return

C. What is the relationship between ERP, CRM and SCM?

D. What is the goal of installing supply chain management software?

E. What is the extended supply chain?

F. What is the impact of globalization on the supply chain?

G. What is the impact of responsible sourcing, environmental sustainability and the "green" movement on the supply chain?

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I. Proposed SCM Model for NGOs *(Keeping in view the needs of an NGO)*