



## PROCUREMENT AND SUPPLY CHAIN MANAGEMENT SPECIALISTS



### **Neil Fuller Associates**

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# Company Overview

Neil Fuller Associates has over 20 years experience in delivering professional Procurement and Supply Chain Courses both in the UK and Globally.

We are a leading CIPS Centre of Excellence with over a 92% pass rate for delivery of the CIPS qualification.

Over the past few years we have designed and developed our world class training and consultancy services which are bespoke to each requirement and customer need.

Our Procurement and Supply Chain portfolio now consists of:

- CIPS Qualification in Two Centres of Excellence
- CIPS Qualification via Distance Learning
- CIPS Qualification using one-2-one Tuition
- Public Procurement and Supply Chain Training Courses
- In-house Procurement and Supply Chain Training Courses
- Consultancy Services
- Sustainable Procurement
- Public Sector
- Leadership and Management

# Courses for Chartered Institute of Purchasing and Supply Professional Qualifications



Neil Fuller Associates Ltd is a North West centre of excellence for CIPS training and an examination centre. We are based on the Wirral and Liverpool City Centre with easy access from all areas in the North West. All our tutors are experienced CIPS lecturers and examiners.



## What we Offer...

- 4 & 5 day intensive courses leading to CIPS examinations
- Rapid completion of courses
- Modular approach
- Expertise
- Value for money
- A complete programme from Level 2 to graduate diploma



## Why Choose Neil Fuller & Associates?

- Our lecturers have many years experience of course delivery
- Our training facility has easy access from all areas
- Our courses are monitored by a CIPS examiner
- We have a 90% plus pass rate
- We offer a full back-up service

# DISTANCE LEARNING

It's not always easy for everyone to attend the classroom tutorial sessions, so we have devised an option for students to gain the CIPS qualification via distance learning.

The unique pack we now offer blends distance learning with full one2one tutor support through the whole process.

So far we are delighted with the results.



## Distance Learning Package:

- Slide pack with presenter notes
- Neil Fuller Associates Resource Manual
- Copies of all Exam papers, Marking Schemes, Senior Assessor Reports and Our Exam Question Analysis
- A Minimum of 5 Set Exam Questions, Marked with Feedback
- Option to Join the Revision Session at the Burleydam (to join our weekend or weekday class assuming they are running)
- Sit the Exam at our Centre



We will also provide any additional support that we can to help you get through the exams.

# CIPS Qualification In-house

We are increasingly being asked by organisations if we can deliver the CIPS programme in-house and the answer is YES we can deliver a tailored CIPS programme in your organisation.

We can arrange for a package and pricing to be put together for you.



# CIPS Qualification One-2-One Tuition



Some students are interested in more intensive tuition and revision sessions than can be achieved in a group setting with this in mind we now offer an intensive one-2-one tuition based either at our centres or in-house. We find this has been taken up by individuals who want to do multi modules per series or who want intensive one-2-one teaching to meet their individual needs.

We can arrange for a package and pricing to be put together for you.

# PROCUREMENT AND SUPPLY CHAIN PUBLIC TRAINING COURSES

Our programmes are specifically designed to help the 21<sup>st</sup> Century procurement and supply chain professional deal with the ever changing challenges of how to create and maintain competitive advantage for their organisation.

Our procurement and supply chain training courses are structured to increase knowledge whilst improving skills and understanding. We would like to invite you to attend the following Master Class Training Courses:



## IMPROVING BUYER PERFORMANCE

- The Purchasing Cycle
- Working Across the Organisation and Stakeholder Management
- Sourcing the Market and Source Planning
- Supplier Appraisal process
- Buying Methods
- Purchase Price & Cost Analysis
- Risk Management
- Sustainable Procurement
- Negotiation Strategies, Persuasion Methods and Tactics
- Contract Law and Commercial Law
- Managing Supplier Performance

£299 + VAT

## IMPROVING NEGOTIATION SKILLS

- The Process, phases and Structure of a Negotiations
- When to and Not to Negotiate
- Negotiation Strategies
- Conditioning
- Planning and Preparation from a Supplier's Perspective
- Listening Skills
- Body Language
- Persuasion Methods
- Tricks, Tips and Tactics
- Supply Market Analysis
- Team Negotiation

£299 + VAT

## CONTRACT AND COMMERCIAL LAW

- Contract Formation
- Battle of the Forms
- Terms and Conditions
- Letter of Intent
- Vitiating Factors
- Unfair Contract Terms Act
- Sales Terms
- Termination
- Remedies
- Sales of Goods and Supply of Goods and Services Act
- Intellectual Property
- International Deals
- TUPE

£299 + VAT



# PROCUREMENT AND SUPPLY CHAIN IN-HOUSE TRAINING COURSES



**Brand new and exclusive**  
Our unique range of purchasing and supply chain management training courses offer the opportunity for you to develop your practical skills and increase your body of knowledge in specific areas of purchasing and supply chain. All our courses are tailored to your organisations needs.

## PURCHASING

- A1 – Introduction to Purchasing
- A2 – Intermediate Purchasing
- A3 – Advanced Purchasing
- A4 – Marketing Purchasing
- A5 - Improving Buying Skills
- A6 – Developing the Buyers

## LAW AND CONTRACTS

- C1 – Basic Contract Law
- C2 – Advanced Contract Law
- C3 – Contract Law Workshop
- C4 – T.U.P.E
- C5 – Intellectual Property
- C6 – Developing Contracts
- C7 – Managing Contracts
- C8 – Developing Specifications

## NEGOTIATION

- B1 - Introduction to Negotiation
- B2 - Intermediate Negotiation
- B3 - Advanced Negotiation
- B4 - Negotiation Workshop
- B5 - Negotiation for Purchasing Managers
- B6 - Tricks, Tips & Tactics for Negotiators
- B7 - Sales Techniques for Buyers



# PROCUREMENT AND SUPPLY CHAIN TRAINING COURSES

## MANAGEMENT

- D1 - Risk Management
- D2 - Introduction to Purchasing Management
- D3 - Advanced Procurement Management
- D4 - Measuring Purchasing Performance
- D5 - Procurement Strategy
- D6 - Outsourcing & In-Sourcing
- D7 - Category Management
- D8 - Leading & Influencing in Supply Chains
- D9 - Presentation & Communication Skills
- D10 - Purchasing Development Workshop

## FINANCE

- E1 - Economics for Buyers
- E2 - Supply Market Analysis
- E3 - Understanding Finance
- E4 - Analysing Supplier Quotations
- E5 - Understanding Suppliers Cost Structures



## SUPPLY CHAIN

- F1 - Effective Expediting
- F2 - Introduction to Supply Chain Management
- F3 - Strategic Supply Chain Management
- F4 - Stores Management
- F5 - Inventory Management



## SUPPLIER

- G1 - Supplier Appraisal
- G2 - Vendor Rating
- G3 - Supplier Development
- G4 - Supplier Relationships

## SERVICES

- H1 - Purchasing & Provisioning of Intangibles
- H2 - Buying Consultancy

## INTERNATIONAL

- I1 - International Purchasing
- I2 - Global Purchasing
- I3 - India & China Purchasing
- I4 - Low Cost Sourcing

## COMMERCIAL AWARENESS

- J1 - Commercial Awareness for Non Purchasing Professionals



# CONSULTANCY SERVICES



Neil Fuller Associates are procurement and supply chain specialists. For more than 15 years we have collaborated with many organisations in the UK and Europe to achieve their aims and objectives. We focus on Dynamic, Intelligent and Performing Solutions (D.I.P.S). Our range of services:

Negotiation

Supplier Relationship Development

Transactional Analysis

Vendor Appraisal Systems

Risk Analysis

Areas of Cost Saving Analysis

Supply Market Analysis

Contract Development

Contract Management Systems

Supplier Relationship Development

Procurement and Supply Chain Strategy

Performance Management Systems

Stock and Stores Management

Dynamic, Intelligent and Performing Solutions

# SUSTAINABLE PROCUREMENT

## The hottest topic in procurement today

Organisations have to start asking the key questions right now about how these factors affect their strategy and answer the all important sustainable question: how will this decision effect the triple bottom-line (social, environmental and economic)?



We now offer our Sustainable Procurement training course for all procurement professionals who want to increase their knowledge, skills and expertise in this area.

We also offer our recently developed service to assist you in putting together your Sustainable Strategy

Call us immediately to start your sustainable journey and find out about the great service we can offer to assist you in becoming the benchmark sustainable organisation

# PUBLIC SECTOR



We offer an expansive and comprehensive Public Sector Procurement and Supply Chain Management portfolio. Our experiences and skills public procurement experts have many years of experience



We have updated our public training course which can also be delivered in-house to meet any bespoke requirement you may have

## EUROPEAN PROCUREMENT DIRECTIVES TRAINING COURSE

- Background to Directives
- Review of Current Public Sector and Utilities Legislation
- Financial Limits and Thresholds
- Business case
- Routes to market
- Procedures (Open, Restricted, Negotiated, Competitive Dialogue)
- Techniques and Instruments (Framework Agreements, Dynamic Purchasing Systems, e-procurement)
- Typical documentation
- Notices and advertising and Timescales
- Selection criteria and Award criteria
- Complaints, Remedies and Potential Damages
- Standstill period and Debrief
- Review of Recent Cases
- Internal Procedures
- Non-OJEU procurements
- Contracts Finder
- Understanding new proposals to the EU Procurement Directives

## PUBLIC SECTOR PROFESSIONAL ADVICE SERVICES

Tender Preparation and Analysis

Supplier Relationship Management

Developing Procurement Strategy

Process and Procedure Reviews

Tender and Contract Risk Analysis

Procurement transformation Implementation

# LEADERSHIP AND MANAGEMENT

Leader and Managers are not born they are developed. Over the past few years there has been a massive uptake in the specialist area of Procurement and Supply Chain Leadership and Management.

NFA has developed a very creative and innovative leadership and management programme which is specifically aimed at Procurement and Supply Chain leaders and Management



## Day One

- Leadership Characteristics
- Leadership Function
- Different Levels of Leadership and Management
- Practical Implementation of Theories
- The Challenge of People Management
- Expectations Management
- Leaders and Managers
- Decision Management
- Fair and Balanced

## Day Two

- Five Dimensions and Relations
- Implications of Actions
- Shadow of the Leader Concept
- Objectives and Goals
- Challenges and Obstacles
- Pulling People Together
- Motivation
- Reviews

## Day Three

- Team Building
- Time Management
- The Art and Skill of Delegation
- Budget Management
- Stakeholder Expectations and Management
- Departmental Structures
- Culture
- Overview of Relevant Law