

# *International Procurement Management*

*Bangkok, Thailand*



## **Workshop Profile**

17 – 18 March, 2013



## **Introduction:**

This document is to provide details and proceedings of the training workshop on the topic of International Procurement Management conducted by Risalat Consultants International (RCI), in partnership with Learn Nonstop (LN) – a management consulting firm based in Australia.

The training was part of RCI's international training programs which it organizes on a routine basis. List of major course contents and tentative dates were shared with the public through different media. The course fee indicated in the announcement included, apart from training materials, provision of Thai Visa, participants' air fare and their accommodation in Bangkok for the training duration and lunch & refreshments.

The workshop was conducted in the Radisson Suite Hotel in central Bangkok.

## **Training participants**

As in all our public trainings, participation was open to delegates coming from any organization. However, the course was more relevant to professionals involved in a way or another in the procurement procedures taking place in their organizations. All the delegates who participated in this workshop have procurement responsibility to both support administration activities and projects that their organizations are undertaking. They came from the following organizations:

- Save the Children International (SCI)
- Ministry of Rural Rehabilitation and Development (MRRD)

## **Training Delivery:**

The training spanned over a two day period and was delivered by Mr. Gene Moran – the Principal Consultant at Learn Nonstop, one of RCI's international partners with operations in several countries including UK, Australia and Thailand. Gene has lived in Southeast Asia for the past ten years and is an experienced consultant, trainer and facilitator. During the past few years he has worked in Dubai, Egypt, Saudi Arabia, Thailand, Myanmar, Vietnam and Cambodia and has led various training programs with participants from over 20 nationalities during this time.

He has extensive and diverse management experience in the areas of cost accounting, finance, sales and general management. His responsibilities have included the Procure-to-Pay business process in both senior and business unit management.

The training session started with an opening by the trainer on the importance of procurement within any organization.



Basic rules and guidelines for trainees were mentioned by trainer and the trainees were asked to set some guidelines by themselves which will be applicable during the training days. The trainees agreed upon several guidelines for the training like putting their phones on silent, coming on time, respecting others' ideas, not interfering when others talk etc.

There was a brief pre-test conducted which had five questions and was aimed at analyzing the trainees' existing knowledge of the subject matter and how much they already know about some of the topics which are included in the training program.

In line with this, there was a post-test conducted at the end of the training which contained different questions but ask about similar concepts asked in the pre-test. The purpose is to compare the participants' knowledge of the ideas discussed in the training workshop before the training and after they participated in the training.

- After the pre-test, the participants wrote down their expectations from workshop. Their expectations and concerns were then discussed individually by the trainer and the participants were told to ask questions during the workshop.
- Since the participants had a good background in Financial Management, they quoted examples of the various laws prevalent in Afghanistan. This proved worthwhile later in the program as there were a lot of discussions of the financial laws in Afghanistan versus laws and regulations in place in other countries.

### Facilitation Techniques used (methodologies used)

There were several facilitation techniques used by the trainer. These included question and answer, brainstorming, group discussions and practical implementation of some of the topics by trainees on flip charts and paper sheets. The multitude of training methodologies were utilized in order to make sure all the participants get the whole concepts and they practice what they learn, because only listening to the trainers can be forgotten, but what the trainees have done by themselves, they will never forget.

The trainer opened each topic with questions for the participants to share their knowledge and experiences. The trainer then used the prepared slides to build on their knowledge and answer any questions that the participants asked. As mentioned earlier in this report, ten topics were covered. The topics with the greatest participant interest were:

- Developing supplier relationships
- Reviewing supplier relationships
- Negotiating contracts with supplier

#### Major Topics Covered in the Program:

- *The role of procurement in the organization*
- *Developing supplier relationships*
- *Reviewing supplier performance*
- *Managing the tendering process*
- *Negotiating contract with suppliers*
- *Understanding the needs of the users of procurement services*
- *Rationalizing the supplier base*
- *IT systems in procurement*
- *Detecting fraud in contracts*

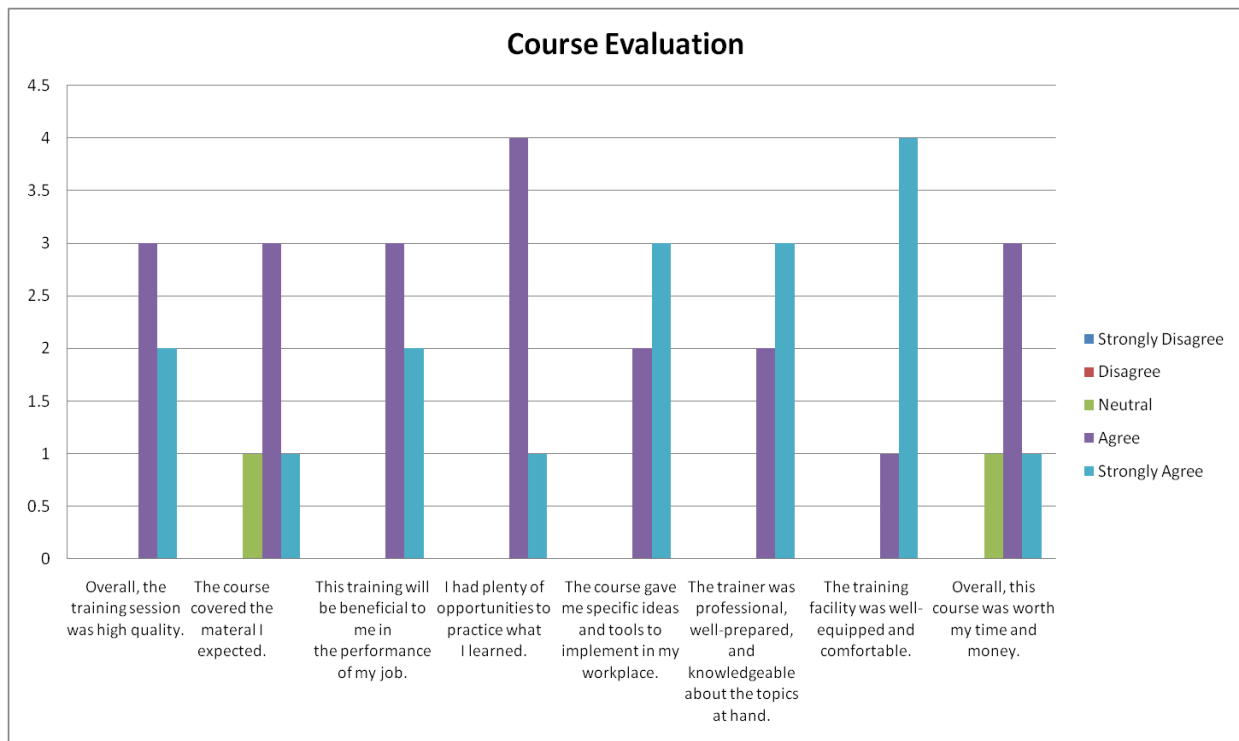
Before ending the day's session one of the trainers would recap the topics discussed during the day with input from the participants.

Day 2 started with a recap of day one’s main topics discussed. This was done by asking the participants about what they learnt yesterday and what were the main points discussed.

**Workshop Evaluation:**

At RCI, there’s always an end of day feedback collected from the participants in order to record their take on the day’s proceedings and what changes they need for the next day(s). A feedback form is used to determine the participants’ views on the day’s content, trainer’s delivery and any ideas for improvement they may have for the next day.

Finally an overall course evaluation was conducted which was more comprehensive than the daily feedback collected from the participants. This evaluation was aimed at obtaining participants’ views about different aspects of the training – from the venue to the effectiveness and coverage of the topics, and from the trainer’s knowledge and preparedness to their overall impression of the whole experience. The following graph shows a summary of their views.



**Workshop Evaluation Results**

### Workshop Photos

