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Course Name

Procurement for General Services Professionals

Sector Name

Procurement & Supply Chain Operations

Document Type

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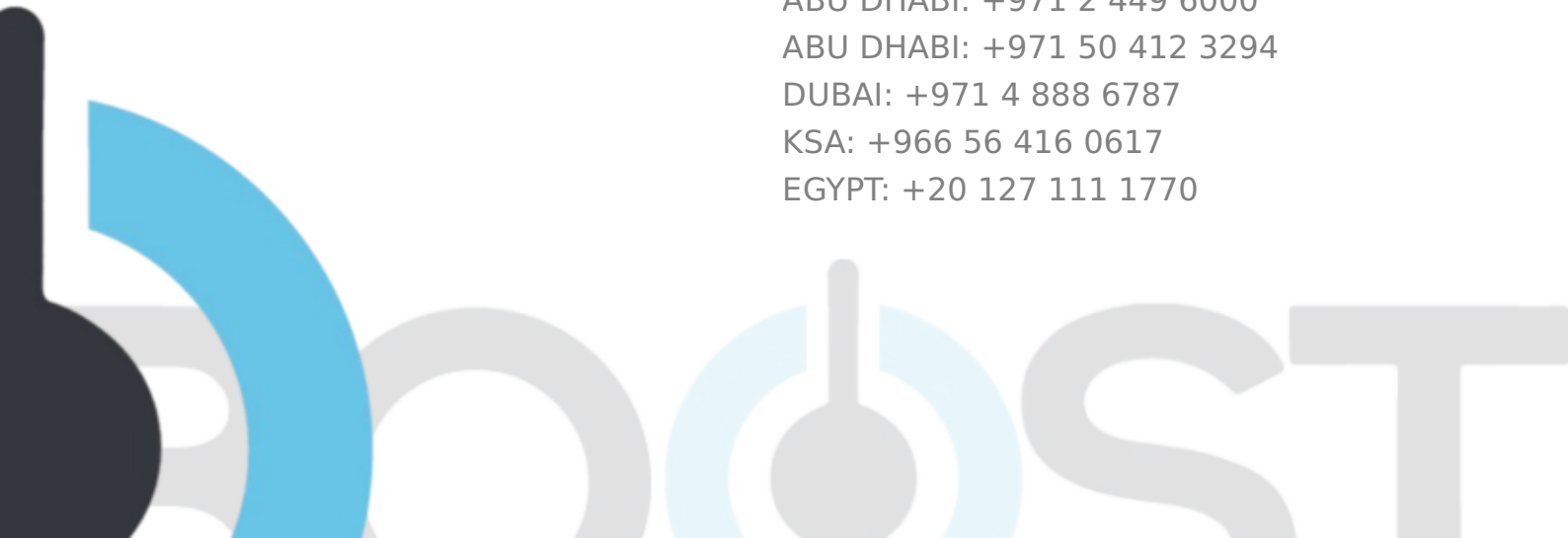
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Procurement for General Services Professionals

Course Introduction

Procurement within General Services plays a vital role in ensuring that organizations receive the right goods and services at the right quality, cost, and time while maintaining transparency, compliance, and operational efficiency. General Services professionals are frequently involved in procuring office supplies, facilities services, maintenance contracts, furniture, equipment, transportation services, and workplace solutions. Effective procurement requires structured planning, accurate specifications, supplier evaluation, commercial awareness, and continuous collaboration with internal stakeholders to achieve value for money and operational excellence.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with practical knowledge and the best international practices required to manage procurement activities within General Services functions. Participants will learn how to identify procurement needs, prepare technical requirements, participate in supplier evaluation, coordinate procurement activities, manage procurement risks, and contribute to strategic sourcing decisions that support organizational objectives.

Procurement for General Services Professionals

Target Audience

- ✓ General Services Professionals
- ✓ Administration Managers and Supervisors
- ✓ Procurement Coordinators
- ✓ Facilities Management Professionals
- ✓ Operations Support Staff
- ✓ Employees involved in purchasing and sourcing activities

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Learning Objectives

- ✓ Understand the procurement function within General Services operations.
- ✓ Plan procurement requirements based on operational and business needs.
- ✓ Prepare clear specifications and procurement documentation.
- ✓ Participate effectively in supplier evaluation and sourcing activities.
- ✓ Monitor procurement performance and ensure value for money.
- ✓ Apply governance and ethical procurement practices throughout the procurement process.

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Procurement for General Services Professionals

Course Outline

✓ Day 01

Understanding Procurement in General Services

The Role of Procurement

- ✓ Procurement as a strategic support function
- ✓ Procurement responsibilities within General Services
- ✓ Aligning procurement with operational objectives

Identifying Business Needs

- ✓ Understanding user requirements
- ✓ Demand planning and procurement requests
- ✓ Prioritizing procurement activities

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Course Outline

✓ Day 02

From Requirements to Supplier Selection

Developing Procurement Requirements

- ✓ Preparing technical specifications
- ✓ Defining scope, quantities, and service expectations
- ✓ Preparing procurement documentation

Market Assessment & Sourcing

- ✓ Exploring sourcing options
- ✓ Requesting quotations and proposals
- ✓ Participating in supplier evaluation and selection

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Course Outline

✓ Day 03

Managing the Procurement Process

Procurement Execution

- ✓ Purchase requisitions and purchase orders
- ✓ Coordinating procurement activities with stakeholders
- ✓ Managing procurement timelines

Supplier Engagement

- ✓ Communication during procurement
- ✓ Clarifications and negotiations
- ✓ Supporting contract award decisions

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Course Outline

✓ Day 04

Delivering Value Through Procurement

Receiving and Acceptance

- ✓ Inspection and acceptance procedures
- ✓ Managing delivery performance
- ✓ Handling procurement issues and discrepancies

Procurement Performance

- ✓ Measuring procurement effectiveness
- ✓ Cost optimization and value for money
- ✓ Continuous improvement of procurement processes

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Course Outline

✓ Day 05

Sustainable Procurement & Governance

Procurement Governance

- ✓ Procurement policies and internal controls
- ✓ Ethical procurement and conflict of interest
- ✓ Documentation, compliance, and audit readiness

Future Procurement Practices

- ✓ Strategic sourcing principles
- ✓ Digital procurement platforms and e-Procurement
- ✓ Artificial Intelligence in procurement decision-making
- ✓ Building a roadmap to procure improvement for General Services

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Procurement for General Services Professionals

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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