



17-18 August 2026

*Face to Face Training-Public | Wyndham Grand Bangsar Kuala Lumpur
*Remote Online Training-Public

HRD Corp
Claimable Course

A 2-day intensive course on

Strategic Procurement, Negotiation & Contract Management

FOCUSING ON

- Module 1: Analyzing The Procurement Process
- Module 2: Strategic Sourcing & Supplier Selection
- Module 3: Supplier Risk Analysis
- Module 4: Life Cycle Costing, Total Cost Of Ownership & Cost Analysis
- Module 5: Components Of A Successful Negotiation
- Module 6: Let The Rubber Meet The Road – Get Down To The Job At Hand
- Module 7: You Are Dealing With People – Are You Communicating?
- Module 8: Understanding The Fundamentals Of Procurement Contracts
- Module 9: The Contract Drafting

REGISTRATION FORM

V9885F2F / V9885VC

Strategic Procurement, Negotiation & Contract Management

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001404093

please ✓ where applicable

- ☐ *Face to Face Training - Public | Wyndham Grand Bangsar Kuala Lumpur
☐ *Remote Online Training- Public

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SST No.	
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CITY	POSTCODE
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IS YOUR COMPANY A REGISTERED MEMBER OF THE HRD CORP	☐ YES ☐ NO
HOW DO YOU KNOW ABOUT US?	☐ BROCHURE ☐ LINKEDIN ☐ IPA WEBSITE
	☐ FACEBOOK / INSTAGRAM ☐ OTHERS
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APPROVING MANAGER	MOBILE
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FOR CUSTOMISED IN-HOUSE TRAINING

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COURSE FEES: The fee per person is

Face to Face Training- Public	Rm2395
Remote Online Training-Public	Rm1895

The full fee is required with your registration. The fee includes, course manual (F2F) / softcopy of course notes (online), e-certificate of completion and 8% SST
MOF (E-PEROLEHAN) NO: 357-02081505

Written Cancellation: Registration cancelled 7 days prior to the event are subject to a RM200 service charge. There will be no refunds for notice received less than 7 days prior to the event. A substitute may be made at any time at no extra cost.



IPA Training Sdn Bhd
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INTRODUCTION

Strategic Procurement is the alignment between sourcing options and the business objectives that lead to more significant and sustainable benefits to the company. It looks at long term sustainable value creation as opposed to a series of tactical operating models that may deliver short term cost benefits that lock in existing inefficiencies and fail to address the root causes of poor performance. It encompasses sourcing and purchasing (buying) besides other fundamental activities such as risk analysis, data analysis, category management, cost management, etc.

Negotiation is an integral part of the job functions of a procurement professional. As buyers, they seldom have a choice of whether to negotiate, but they do have a choice in when and how well they do it. Having to negotiate is inevitable; doing it well is more so. They cannot go through a day without negotiating items such as on-time delivery, quantity, quality, differences between departments, technical support, priorities, price, specification changes, etc.

Successful negotiation culminates in a contract. A contract is a written document that precisely spells out commitments and obligations of each party in a business relationship. Contracts are a complicated and disciplined approach to outline, identify, manage, and control the business relationship for mutual benefits of all parties involved. The document is written in precise language to avoid ambiguity and misinterpretations. Any business relationship will encounter challenging situations that may need immediate solutions. However, not all solutions will benefit everyone involved. A contract, then, must address these and minimize risks and assign responsibilities.

OBJECTIVES

This 2-day course is designed to provide a deeper understanding of:

- Strategic Procurement Functions
- Cost Data And Analysis For Better Negotiation
- Contracting For The Overall Management Of Strategic Procurement

WHO SHOULD ATTEND

- Procurement Managers & Executives
- Contract & Client Managers & Executives
- Project Managers/Leaders
- Finance & Admin Officers
- GLC And Government Contract Officers
- Entrepreneurs, etc.

METHODOLOGY

- Interactive Lectures
- Group Discussions
- Exercises/Cases
- Questions & Answers

Day 1

9.00

MODULE 1: ANALYZING THE PROCUREMENT PROCESS

- Understanding – Procurement, Buying And Sourcing
- Process Analysis – The Purchasing Cycle
- Company Policies On Procurement – Single Source Or Multiple Suppliers, Price Or Cost Based, Supplier Relationship, Probity, Supplier Selection, Quality, And Price Related
- Procurement Constraints – Policies, Customers, And Suppliers
- Spend Analysis And Category Management

10.45

MODULE 2: STRATEGIC SOURCING & SUPPLIER SELECTION

- Understanding Strategic Sourcing
- Supplier Selection Process – Setting Selection Criteria
- Objective Evaluation Of Suppliers – Desk Research And Field Research
- Supplier Database – Approved, Qualified And Preferred Suppliers
- Monitoring Supplier Performance To Ensure Unbiased Supplier Ratings
- Supplier Development – Relationship Building Effort

1.00

Lunch

2.00

MODULE 3: SUPPLIER RISK ANALYSIS

- Supplier Risk Analysis Using The Kraljic Matrix
- Supplier Risk Profile – Mitigating Risks Using Risk Matrix
- Skills Set Required To Manage Suppliers And Risks
- Risks And Service Levels – Minimizing Risk Exposure In Critical Areas
- Dealing With Sole Source Suppliers – How To Minimize Risks

3.45

MODULE 4: LIFE CYCLE COSTING, TOTAL COST OF OWNERSHIP & COST ANALYSIS

- Supplier Rationalization & Reduction
- Internal Cost Drivers – Company Related
- External Cost Drivers – Supplier And Supply Chain Related
- How LCC & TCO Will Help In Strategic Sourcing?
- Price/Cost Analysis
- Saving Purchasing Costs – Process Improvements, Technology – EDI, e-procurement, etc.
- Inventory Management Constraints – Costs And Options

5.00

End of Day 1

Day 2	MODULE 5: COMPONENTS OF A SUCCESSFUL NEGOTIATION	2.00	MODULE 8: UNDERSTANDING THE FUNDAMENTALS OF PROCUREMENT CONTRACTS
9.00	• The Different Faces Of Negotiation – Styles And Techniques • A Different Approach To Negotiation – The PICO Method • The Components And How It Works • The Fundamental Requirements – A Level Playing Field • The Negotiation Matrix That Emphasis On Long Term Relationship Building		• The Importance Of Contracts – Why Contracts, The Essentials, How It Affects Performance • Specification – Looks At Why Specification Is Important To Ensure The Contracts Begin On The Right Footing • Preparation Of SOW & RFP – What Is A SOW & RFP; The Difference And Importance Of It, How It Helps Determine The Course Of The Contract • Tenders & Quotations – Looks At The Process, Fundamental Differences And Usage In Business Such As Open And Closed Tenders, PQQ & ITT, LI & LA, And Bank Guarantee • Rights – Conditions And Rights Of Buyers And Sellers • Legal Aspects To Consider – Essential Laws That Need To Be Understood And How The Legal Aspects Determine The Drafting Of Contracts
10.45	MODULE 6: LET THE RUBBER MEET THE ROAD – GET DOWN TO THE JOB AT HAND • Planning Your Negotiation – The Planning Model • Preparation – Knowing Your Limits; Your WATNA & BATNA • Keeping Your Objectives Focused – Reality Of Targets • The Negotiation Steps And Missteps • Problems Commonly Encountered In Highly Stressed Negotiations • Dealing With Hardball Negotiators (Dealing With Difficult Issues)		
12.00	MODULE 7: YOU ARE DEALING WITH PEOPLE – ARE YOU COMMUNICATING? • The Difference Between Written And Oral Communications – How It Works And Why You Must Be Good At Both? • Do You Listen Or Do You Hear? – Active Listening Or Astral Travelling? • Verbal And Non-Verbal Communication – Body Language May Give You The Hint • People Are Emotional Beings – How Do We Take This Into Consideration? • Being Aggressive Or Assertive? – How Others View Your Approach?	3.45	MODULE 9: THE CONTRACT DRAFTING • The Essentials Of Contract Drafting And The Traps To Look Out For • Key Contract Provisions – The Opportunities A Contract Provides In Ensuring Fairness And Setting Obligations • Key Elements Of A Contract – Ensuring Essential Requirements Are Included With Clarity • Contentious Clauses In Contracts - The Need To Understand Contentious Clauses And How To Include Them In The Contract
1.00	Lunch	5.00	End of Course.

INSTITUTE OF PROFESSIONAL ADVANCEMENT IPA as a professional body is dedicated to continuing education, training and development of all success driven organizations and individuals.

An **E-CERTIFICATE OF COMPLETION** will be awarded upon successful completion of each course.

TOTAL COURSE HOURS: 14 HOURS © Copyright, All Rights Reserved IPA Training Sdn Bhd 2026

LEARN FROM THE BEST



DR MANOHARAN MURUGESON has more than 21 years of practical work experience in contracts administration, supplier management, procurement, project management, supply chain and logistics, etc. He specializes in training, facilitation and consulting to both the public and private sector in areas like Procurement Efficiencies including addressing issues of contracts administration, fraud, cost management and product life cycle management, Warehouse Management, Operations Management, Total Cost Management, Supply Chain Management, Total Logistics management, Stock Taking and Auditing,

His landmark consulting experience was designing of materials part numbering and coding systems, preparation of standards, policies and procedures for a large rail network. He was also involved as a consultant for the development of an automated business solution for a wholesale/ retail stationery business with off shore branches where he was instrumental in business process analysis, process improvement, project management and eventual successful completion and commission of the system.

Dr Manoharan's sample of illustrious clients list for training include Shell, UMW Toyota Motor, Celcom, Samsung, Proton, Colgate-Palmolive, Eon Finance, Philips, Hicom- Yamaha, Malaysian Oxygen, NEC, Petronas, General Electrics, Gamuda, Johnson & Johnson Medical, JVC, Kontena Nasional, Glaxo Wellcome, Hitachi, Hong Leong Lurssen Shipyard, National Heart Institute (IJN), Kenwood, Macfood Service, Nestle, Mattel, Matsushita Industrial Corporation, Maybank, Minolta Precision Engineering, MISC, Perwaja Steel, Seagate, Canon, BASF and UPS, Petronas Carigali, Sidel, Western Digital, Perodua, Sharp, Panasonic

He holds a Doctorate In Business Administration (Ph.D.) from (OUM) and a Masters In Business Administration (MBA) from the USA.