



2018 Procurement Academy Tier II COURSE SCHEDULE August 6 - 8, 2018 Hanover, MD

Description: Tier II is for mid-level career professionals who manage a program and or people within the procurement department. Some areas of focus are Communication, Strategic Agility and Relationship Building.

Positions that are encouraged to attend Tier II include the Buyer, Procurement Analyst, Business Analyst, Data Analyst, P-Card Administrator, Procurement Systems Analyst, Procurement Systems Manager, Purchasing Services Manager, Senior Buyer, Commodity Manager, Commodity Contract Manager, Customer Relations Manager, Supplier Diversity Manager, Category Lead and the Strategic Procurement Specialist/Manager.

Monday, August 6 th	Session	Faculty	Competency
7:00 am -8:00 am	Registration/Breakfast		
8:00 am – 8:45 am	Welcome and Program Introduction	Faculty	
8:45 am – 10:00 am	5 Strategies for Negotiating with Anyone Brokering win-win agreements takes skill. We'll introduce a negotiation framework that will lead to wins while preserving relationships.	Nancy Brooks	Communication Ethical Practice
10:00 am- 10:15 am	Break		Communication Ethical Practice
10:15 am – 12:00 pm	Negotiations (continued)	Nancy Brooks	
12:00 pm – 1:00 pm	Lunch		
1:00 pm – 2:00 pm	Supplier Relationships Strategic procurement necessitates strong alliances. In this session, we'll discuss the advantage of developing supplier partnerships and supplier diversity.	Burr Millsap	Communication Relationship Building
2:00 pm – 2:30 pm	Three Pillars of Sustainability In this session we will discuss the three pillars of sustainability, social development, economic growth and environmental protection. You will reflect on the importance of sustainability and how it relates to higher education procurement.	Burr Millsap	Communication Relationship Building
2:30 pm – 2:45 pm	Break		
2:45 pm – 3:45 pm	Building Effective Teams Harness the strengths of your staff members as a high performing team motivated to put forth their best effort for your strategic objectives.	Nancy Brooks	Relationship Building Communication

3:45 pm – 4:45 pm	Ethics in Practice Sometimes good people make bad choices. How will you cultivate an ethical work environment? We'll discuss best practices and next steps.	Nancy Brooks & Burr Millsap	Ethical Practice, Strategic Agility
4:45 pm – 5:00 pm	Wrap Session/Q&A	Faculty	
Tuesday, August 7th			
7:00 am -8:00 am	Registration/Breakfast		
8:00 am - 8:15 am	Welcome Back Review/Preview	Faculty	
8:15 am – 9:15 am	Ethics in Practice (continued)		
9:15 am – 10:15 am	Data Analytics and Visual Story Telling Future focused procurement professionals employ data as an asset for process improvement and decision making. In this session, we'll address valuable data collection, visualization and applications.	Burr Millsap	Strategic Agility Effective Performance
10:15 am- 10:30 am	Break		
10:30 am – 11:15 am	Data Analytics and Visual Story Telling (cont.)	Burr Millsap	
11:15 am – 12:00 pm	Total Cost of Ownership and Lease vs Buy Situations. In this session you will define TCO and explore lease vs. buy situations to identify different options that can guide our Institutions toward best value decisions.	Burr Millsap	Strategic Agility Effective Performance
12:00 pm – 1:00 pm	Lunch		
1:00 pm – 2:30 pm	Contract Development & Management In this session, we'll focus upon industry best practices for developing contracts and managing them. Bring your contract process and a sample contract to note opportunities for efficiencies.	Nancy Brooks	Effective Performance
2:30 pm – 2:45 pm	Break		
2:45 pm – 3:15 pm	Contract Development & Management (cont.)	Nancy Brooks	
3:15 pm – 4:15 pm	Influential Leadership Influential leaders inspire action. They lead up, down and laterally, compelling others to contribute to a shared mission. What's your influence factor? We'll conclude with strategies for cultivating influence within key relationships	Nancy Brooks	Communication Strategic Agility, Effective Performance
4:15 pm – 5:00 pm	Wrap Session/Q&A	Faculty	
5:30 pm	Academy Dinner		
Wednesday, August 8th			
7:00 am -8:00 am	Registration/Breakfast		
8:00 am – 8:15 am	Welcome Back and Review	Faculty	
8:15 am – 8:45 am	Ask the Lawyer This session will give you the opportunity to discuss real-world legal issues in procurement with our resident attorney.	Robert Haverkamp	Communication

8:45 am – 10:00 am	Business Communication what we do – from building teams to developing our partnerships and client relationships. This session is rich with tips and how-to's with a focus on leading effective meetings.	Burr Millsap	Communication
10:00 am – 10:15 am	Break		
10:15 am – 11:15 am	Managing Your Career In this session we will discuss best practices for professional growth.	Nancy Brooks	
11:15 am – 12:00 pm	Your Next Steps We'll conclude the program with a facilitated Q&A reflecting upon how to bridge what we've learned to our personal next steps.	Nancy Brooks & Burr Millsap	