



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

Tier I is for early career professionals or professionals new to higher ed procurement. Objectives of this course focus on fundamental administrative processes and systems. It aligns to three major competencies, Ethical Practice, Effective Performance and Communication.

Positions that are encouraged to attend Tier I include the Procurement Assistant, Procurement Analyst, P-Card Administrator, Contracts Administrator and Buyer.

Monday, August 6 th	Session	Faculty	Competency
7:00 am -8:00 am	Registration/Breakfast		
8:00 am – 8:15 am	Welcome and Program Introduction	Faculty	
8:15 am – 9:00 am	Your Role in the Education Procurement Team Our research shows Educational Procurement leaders are looking for more than professionals who can manage processes – they’re interested in building strong teams to advance procurement. Find out how you can contribute right where you are.	Travis Ball & Rich Taylor	Ethical Practice, Effective Performance, Communication
9:00 am – 10:00 am	Mastering the Procurement Cycle While process drives much of our work in procurement, we must also be strategic, balancing workflow with effective and ethical practice. We’ll introduce the components of the Procurement Cycle and discuss how that maps onto our own processes, discovering valuable take home insights.	Travis Ball	Effective Performance, Communication
10:00 am – 10:15am	Break		
10:15 am – 11:15am	Ethics This is an interactive session on actual ethical situations. Participants will be divided into teams to review procurement ethical dilemmas and brainstorm possible solutions. There are no right or wrong answers; it's all a matter of ethics.	Travis Ball	Ethical Practice
11:15 am - 12:00 pm	Practical Writing Skills in Procurement Whether we’re working on a contract, a RFX, or preparing reports, we’ve got to be tip top with our technical writing skills. We’ll learn how to put the	Travis Ball & Rich Taylor	Effective Performance, Communication

	polish on and apply our skills to real world scenarios. Take away tips to bring these best practices back to your office.		
12:00 pm – 1:00 pm	Lunch		
1:00 pm – 2:30 pm	Fundamentals of Contract Law Contract law is an ancient and essential pillar in modern society. In this session, we'll address fundamentals key to our success in educational procurement such as the elements of a contract, breach of contract, typical clauses, and signature authority. We'll also explore our relationship with legal counsel – and how we work as a team.	Robert Haverkamp	Ethical Practice, Effective Performance, Communication
2:30 pm – 2:45 pm	Break		
2:45 pm – 4:30 pm	Fundamentals of Contract Law (continued)	Robert Haverkamp	Ethical Practice, Effective Performance, Communication
4:30 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 -9:40 am	Strategic Sourcing and RFX's There's more to sourcing than meets the eye. We'll continue our discussion of the Procurement Cycle with a deep dive into strategic sourcing and a high-level overview of RFX's that will give you some tools and strategies that you can take back to your Institution.	Travis Ball & Rich Taylor	Ethical Practice, Effective Performance Communication
9:40 am – 10:15 am	Writing Specifications Practical tips in writing specifications on purchase orders, RFX's and agreements.	Travis Ball & Rich Taylor	Effective Performance
10:15 am - 10:30 am	Break		
10:30 am – 12:00 am	Managing Risk Risk is anything that could disrupt operations at your University, any lost opportunity or failure to carry out Public Trust. How you minimize these adverse effects is critical to your organization. In this session, we'll explore the types of losses to look out for and steps to take to reduce risk at you Institution.	Rich Taylor	Effective Performance
12:00 pm – 1:00 pm	Lunch		

1:00 pm – 1:30 pm	Managing Risk (continued)	Rich Taylor	Effective Performance
1:30 pm – 2:30 pm	Developing Strong Client Relationships Some of the most important work in procurement takes place away from your desk – developing relationships with your clients. We’ll prepare you with strategies for getting to know your clients and the reason behind their procurement asks so you can better anticipate their needs.	Rich Taylor	Ethical Practice, Effective Performance, Communication
2:30 pm – 2:45 pm	Break		
2:45 pm – 3:45 pm	Developing Strong Client Relationships (Continued)	Rich Taylor	Effective Performance, Communication
3:45 pm – 4:45 pm	Crafting effective messages		
4:45 pm - 5:00 pm	Wrap Session/Q& A	Faculty	
5:30 pm - 7:30 pm	Academy Dinner		
Wednesday, August 8th			
7:00 am -8:00 am	Registration/Breakfast		
8:00 am – 8:30 am	Welcome Back and Review	Faculty	
8:30 am – 10:00 am	Social Responsibility We’ll consider social responsibility practices addressing economic, social, and environmental benefits – and our role promoting best practices.	Travis Ball	Ethical Practice, Effective Performance, Communication
10:00 am – 10:15 am	Break		
10:15 am – 11:30 am	Managing Your Career In this session we will discuss best practices for professional growth.	Travis Ball & Rich Taylor	Ethical Practice, Effective Performance, Communication
11:30 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.	Faculty	