



## 2020 Procurement Academy Tier II

### COURSE SCHEDULE

January 12 – 15 in Phoenix, AZ

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, January 13 <sup>th</sup>	Session	Competency
7:00 am -8:00 am	<b>Registration/Breakfast</b>	
8:00 am – 8:15 am	<b>Welcome and Program Introduction</b>	
8:45 am – 10:00 am	<b>5 Strategies for Negotiating with Anyone</b> Brokering win-win agreements takes skill. We'll introduce a negotiation framework that will lead to wins while preserving relationships.	Communication Ethical Practice
10:00 am- 10:15 am	<b>Break</b>	Communication Ethical Practice
10:15 am – 12:00 pm	<b>Negotiations (continued)</b>	
12:00 pm – 1:00 pm	<b>Lunch</b>	
1:00 pm – 2:00 pm	<b>Supplier Relationships</b> Strategic procurement necessitates strong alliances. In this session, we'll discuss the advantage of developing supplier partnerships and supplier diversity.	Communication Relationship Building
2:00 pm – 2:30 pm	<b>Three Pillars of Sustainability</b> 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.	Communication Relationship Building
2:30 pm – 2:45 pm	<b>Break</b>	
2:45 pm – 3:45 pm	<b>Building Effective Teams</b> Harness the strengths of your staff members as a high performing team motivated to put forth their best effort for your strategic objectives.	Relationship Building Communication
3:45 pm – 4:45 pm	<b>Ethics in Practice</b> Sometimes good people make bad choices. How will you cultivate an ethical work environment? We'll discuss best practices and next steps.	Ethical Practice, Strategic Agility
4:45 pm – 5:00 pm	<b>Wrap Session/Q&amp; A</b>	

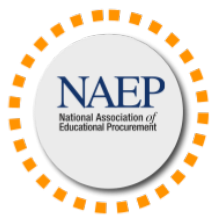


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Tuesday, January 14 <sup>th</sup>	Session	Competency
7:00 am -8:00 am	<b>Registration/Breakfast</b>	
8:00 am - 8:15 am	<b>Welcome Back Review/Preview</b>	
9:15 am – 10:15 am	<b>Harnessing Data Analytics</b> Future focused procurement professionals employ data as an asset for process improvement and decision making. In this session, we'll address valuable data collection, visualization and applications.	Strategic Agility Effective Performance
10:15 am- 10:30 am	<b>Break</b>	
10:30 am – 11:15 am	<b>Harnessing Data Analytics (cont.)</b>	
11:15 am – 12:00 pm	<b>Total Cost of Ownership and Lease vs Buy Situations.</b> 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.	Strategic Agility Effective Performance
12:00 pm – 1:00 pm	<b>Lunch</b>	
1:00 pm – 2:30 pm	<b>Contract Development &amp; Management</b> 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.	Effective Performance
2:30 pm – 2:45 pm	<b>Break</b>	
2:45 pm – 3:15 pm	<b>Contract Development &amp; Management (cont.)</b>	
3:15 pm – 4:15 pm	<b>Influential Leadership</b> 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	Communication Strategic Agility, Effective Performance
4:15 pm – 5:00 pm	<b>Wrap Session/Q&amp; A</b>	
5:30 pm	<b>Academy Dinner</b>	



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Wednesday, January 15 <sup>th</sup>	Session	Competency
7:00 am – 8:00 am	<b>Registration/Breakfast</b>	
8:00 am – 8:30 am	<b>Welcome Back and Review</b>	
8:15 am – 8:45 am	<b>Ask the Lawyer</b> This session will give you the opportunity to discuss real-world legal issues in procurement with our resident attorney.	Communication
8:45 am – 10:00 am	<b>Business Communication</b> 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.	Communication
10:00 am – 10:15 am	<b>Break</b>	
10:15 am – 11:15 am	<b>Managing Your Career</b> In this session we will discuss best practices for professional growth.	
11:15 am – 12:00 pm	<b>Your Next Steps</b> We'll conclude the program with a facilitated Q&A reflecting upon how to bridge what we've learned to our personal next steps.	