



2020 Procurement Academy Tier I

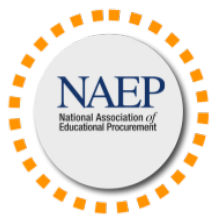
COURSE SCHEDULE

January 12 – 15 in Phoenix, AZ

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, January 13 th	Session	Competency
7:00 am -8:00 am	Registration/Breakfast	
8:00 am – 8:15 am	Welcome and Program Introduction	
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.	Ethical Practice, Effective Performance, Communication
9:00 am – 10:00 am	Understanding 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.	Effective Performance, Communication
10:00 am – 10:15am	Break	
10:15 am – 11:15am	Ethics	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 polish on and apply our skills to real world scenarios. Take away our tip sheet to bring these best practices back to your office.	Effective Performance, Communication
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.	Ethical Practice, Effective Performance, Communication
2:30 pm – 2:45 pm	Break	
2:45 pm – 4:30 pm	Fundamentals of Contract Law (continued)	Ethical Practice, Effective Performance, Communication
4:30 pm – 5:00 pm	Wrap Session/Q&A	



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Tuesday, January 14 th	Session	Competency
7:00 am - 8:00 am	Registration/Breakfast	
8:00 am - 8:15 am	Welcome Back Review/Preview	
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 case based deep dive into best practices for sourcing and RFXs.	Ethical Practice, Effective Performance Communication
9:40 am – 10:15 am	Writing Specifications	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 how to create an effective mitigation plan.	Effective Performance
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 1:30 pm	Managing Risk (continued)	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.	Ethical Practice, Effective Performance Communication
2:30 pm – 2:45 pm	Break	
2:45 pm – 3:45 pm	Developing Strong Client Relationships (Continued)	Effective Performance, Communication
3:45 pm – 4:45 pm	Crafting effective messages	
4:45 pm - 5:00 pm	Wrap Session/Q& A	
5:30 pm - 7:30 pm	Academy Dinner	



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Wednesday, January 15 th	Session	Competency
7:00 am -8:00 am	Registration/Breakfast	
8:00 am – 8:30 am	Welcome Back and Review	
8:30 am – 10:00 am	Social Responsibility Sustainability has become a top priority for many institutions. We'll consider sustainable practices addressing economic, social, and environmental benefits – and our role promoting best practices.	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.	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.	