

RFP E194-1922 - Training for Procurement Professionals
 List of Seminars Covering the Six Content Categories listed in RFP Section IX C,3
 (Sorted by category) (Complete list of learning objectives available Fall 2015)



Content Category	Topic	Topic (RFP IXC3)	Course	Instructor	Learning Objectives	Days	Platform
UPPCC	Procurement Administration	a1	Adding Value to the Procurement Process	Darrin Matthews	Define value and its application to procurement. Discuss collaborative ways to engage end users. Explore process mapping and re-engineering	1 day	Classroom
UPPCC	Procurement Administration	a1	Best practices in public purchasing 1 day course	Mike Kolodisner		1 day	Classroom
UPPCC	Procurement Administration	a1	Business Travel Procurement	Ron Emery	Creating a effective busines travel program. Building internal processes as well as negotiation strategies with outside suppliers.	1 day	Classroom
UPPCC	Procurement Administration	a1	Buyer Bootcamp	Suzanne Sellers		1 day	Classroom
UPPCC	Procurement Administration	a1	Buyer's Technical Representative	LeRoy Graw	Explain the Role of the Buyer's Technical Representative. Describe the relationship of the Technical Representative to the other members of the Procurement and Contracting Team. Explain the role of the Technical Representative in Advance Procurement Planning, Solicitation Planning, Evaluation and Award Post-Award Administration and Contract Closeout	24 hours	Classroom
UPPCC	Procurement Administration	a1	Buying Capital Equipment	Ron Emery	Effective strategies in buying capaital equipment. How do I create specigation? How do I bu? Negotiation strategies. What about after the sale... warranties, performance quarantees'	1 day	Classroom
UPPCC	Procurement Administration	a1	Buying Catering Services	Ron Emery	Who are the suppliers? How do I reduce costs while keeping quality up? Case studeies of sucessful organizations and what they did to manage costs	1 day	Classroom
UPPCC	Procurement Administration	a1	Buying Electicity	Ron Emery	Power aquisition strategies. Can we look at renewables? How do I drive costs out? What are negotiation strategies that will help me? A look into future options and alternatives	1 day	Classroom
UPPCC	Procurement Administration	a1	Capital Procurement	Matt Werder		1 day	Classroom
UPPCC	Procurement Administration	a1	Competitive Bidding	Henry Garcia		1-3 days	Classroom
UPPCC	Procurement Administration	a1	Continuous Improvement in Purchasing/Contracting Operations	Henry Garcia		1-3 days	Classroom
UPPCC	Procurement Administration	a1	Differences: Public and Private Sector Procurement	LeRoy Graw	What are the major differences between public and private sector procurement? What can the public sector learn from the private sector? What can the private sector learn from the public sector'	24 hours	Classroom
UPPCC	Procurement Administration	a1	Effective Strategies for Buying Capital Equipment	Ken Jones		1-3 days	Classroom
UPPCC	Procurement Administration	a1	Introduction to Public Procurement	Darrin Matthews	Explore the history of public procurement legislation. Examine the generally accepted public procurement practices. Discuss case studies of public contracting challenge:	1 day	Online
UPPCC	Procurement Administration	a1	Maximizing Your ERP System	Patrick Woods		1 day	Classroom
UPPCC	Procurement Administration	a1	Principles of Procurement	Joe Shedlawski		30 hours	Classroom
UPPCC	Procurement Administration	a1	Principles of Purchasing	Joe Shedlawski		30 hours	Classroom
UPPCC	Procurement Administration	a1	Procurement	Gurpreet Singh		5 days	Classroom
UPPCC	Procurement Administration	a1	Procurement 20/20, The Future of Procurement	Gurpreet Singh		5 days	Classroom
UPPCC	Procurement Administration	a1	Procurement Fraud and Its Prevention	LeRoy Graw	Identify management and auditor's responsibilities for the detection and investigation of contract fraud. Identify fraud schemes and indicators that are common to government contracting programs. Explain procurement regulations and contracting practices of government agencies and their policies and regulations concerning procurement fraud. Explain why small and minority business programs are susceptible to fraud and outline programs to help them reduce procurement fraud. Identify investigative techniques to assist criminal investigators in conducting procurement fraud investigations. Describe criminal, civil, administrative and contractual actions that can be taken in response to contract fraud. Explain special characteristics of fraud in electronic commerce. Identify management and auditor's responsibilities for the detection and investigation of contract fraud. Identify fraud schemes and indicators that are common to government contracting programs. Explain procurement regulations and contracting practices of government agencies and their policies and regulations concerning procurement fraud. Explain why small and minority business programs are susceptible to fraud and outline programs to help them reduce procurement fraud. Identify investigative techniques to assist criminal investigators in conducting procurement fraud investigations. Describe criminal, civil, administrative and contractual	24 hours	Classroom
UPPCC	Procurement Administration	a1	Procurement Fundamentals	Julie Brignac		1 day	Classroom

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UPPCC	Procurement Administration	a1	Procurement Policy	Suzanne Sellers		1/2 day	Classroom
UPPCC	Procurement Administration	a1	Purchasing Quality	Henry Garcia		1-3 days	Classroom
UPPCC	Procurement Administration	a1	Purchasing: Everything they didn't tell you about the job, but you need to know!	Tammy Rimes	Trends in Public Procurement: Learn about today's environment, best practices, and successful case studies. Leadership vs. Management: Which skills to use and when to use them. Customer Service: Discover how to Market the Value of Purchasing and become your organization's MVP. The Boy Who Cried Wolf: Understand Purchasing's role during emergencies and how to prepare and respond. Shades of Grey: Learn how to decipher through the shades of grey to make good, defensible procurement	1 day	Classroom
UPPCC	Procurement Administration	a1	Reengineering Purchasing	Tom DePaoli, PhD		1/2-3 days	Classroom
UPPCC	Procurement Administration	a1	Supply Management in the Federal Public Sector	Henry Garcia		1-3 days	Classroom
UPPCC	Procurement Administration	a1	The new buyer's toolkit 1 day course	Mike Kolodisner	Understand and be able to explain to others the process and rationale of public sector purchasing. Be able to recognize the criteria for selection of the most appropriate solicitation process. Be able to recognize the basic legal principles that affect public purchasing. Be able to employ basic contracting principles in order to assemble a legal contract. Be able to employ and instruct others on the principles and requirements of contract administration. Be familiar with the basic principles of effective warehousing and be able to employ the formulas for determine appropriate inventory levels. Understand and deal with the criteria for valid solicitation protests.	1 day	Classroom
UPPCC	Procurement Administration	a1	The Service Buy	Marilyn Gettinger	A clear understanding of the difference between a service buy and a product buy. The legal requirements of the service buy. Types of service buy. The challenges of buying services. Clearing the request. The service buy template. Service buy best practices. Steps in managing the service buy across departments and across the organization. The emergency order. Cost reduction opportunities in the service buy.	1-3 days	Both
UPPCC	Procurement Administration	a1	World Class Procurement Practices	Darrin Matthews		1 day	Classroom
UPPCC	Sourcing	a2	Construction Sourcing	Tim Leh		1 or 2	Classroom
UPPCC	Sourcing	a2	Introduction to Process Improvement for Sourcing Professionals	Julie Brignac	Introduction to applying process improvement in procurement. Learn to identify process improvement projects in procurement. Review tools and techniques for applying process improvement in procurement.	1 day	Classroom
UPPCC	Sourcing	a2	Sourcing	Tom DePaoli, PhD		1-3 days	Classroom
UPPCC	Sourcing	a2	Sourcing Real Estate	Tim Leh		1 or 2	Classroom
UPPCC	Sourcing	a2	Strategic Sourcing	Marilyn Gettinger	A clear definition of strategic sourcing, its evolution, and its impact on supply management. The strategic sourcing framework. The impact of strategic sourcing on the organization, its bottom line, and its supply chain initiatives. Spend analysis. Commodity segmentation frameworks. Strategies for supply. Supplier relationship management. The implementation of a strategic sourcing initiative. Strategic sourcing in their own organizations.	1-3 days	Both
UPPCC	Sourcing	a2	Working in SAP as a Sourcing Professional	Julie Brignac	Identify procurement fundamentals in SAP. Discuss procurement best practices when working in SAP. Review procurement training requirements in SAP.	1 day	Classroom
UPPCC	Advanced Negotiation	a3	Negotiation Skill Building - Advanced	Julie Brignac	Build advanced negotiation skills. Identify best practices in negotiation for highly experienced negotiators. Review negotiation scenarios for procurement executives.	1 day	Classroom
UPPCC	Basic Negotiation	a3	Building and Honing Your Negotiation Skills - (One Day)	Michael Bohon, CPSM, CMRP	§ Discover what the three keys are to success in every negotiation and how to manage them § Understand how your behavior affects your negotiation outcomes § Learn useful tips, tools and tactics you can employ to improve your outcome § Determine how to manage the first (and most important step) in a negotiation process § Be able to deal with difficult and unique circumstances encountered during a negotiation	1 day	Classroom
UPPCC	Basic Negotiation	a3	Building and Honing Your Negotiation Skills - (Three Days)	Michael Bohon, CPSM, CMRP	§ Discover what the three keys are to success in every negotiation and how to manage them § Understand how your behavior affects your negotiation outcomes § Learn useful tips, tools and tactics you can employ to improve your outcome § Determine how to manage the first (and most important step) in a negotiation process § Be able to deal with difficult and unique circumstances encountered during a negotiation	3	Classroom
UPPCC	Basic Negotiation	a3	Building and Honing Your Negotiation Skills - (Two Days)	Michael Bohon, CPSM, CMRP	§ Discover what the three keys are to success in every negotiation and how to manage them § Understand how your behavior affects your negotiation outcomes § Learn useful tips, tools and tactics you can employ to improve your outcome § Determine how to manage the first (and most important step) in a negotiation process § Be able to deal with difficult and unique circumstances encountered during a negotiation	2	Classroom
UPPCC	Basic Negotiation	a3	Introduction to Negotiation Skill Building	Julie Brignac	Build basic negotiation skills. Identify best practices in negotiation. Review negotiation scenarios for new procurement professionals.	1 day	Classroom

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UPPCC	Basic Negotiation	a3	Negotiation Skill Building - Intermediate	Julie Brignac	Build intermediate negotiation skills. Identify best practices in negotiation for more experienced negotiators. Review negotiation scenarios for procurement professionals who are manager or director	1	Classroom
UPPCC	Basic Negotiation	a3	Negotiations	Tom DePaoli, PhD		1-3 days	Classroom
UPPCC	Basic Negotiation	a3	Optimizing Your Negotiation Results (Six - One Hour Sessions)	Michael Bohon, CPSM, CMRP		6h	Online
UPPCC	Negotiations - Basic	a3	Negotiation Skills	Paula Shoup		1 or 2 days	Classroom
UPPCC	Negotiations - Basic	a3	Negotiations	Marilyn Gettinger	An understanding of the difference between bidding and negotiations and use. A list of skills necessary for a successful negotiator. The importance of preparation and a framework to follow for effective preparation. The negotiator's framework for managing all phases of the negotiating process. Steps in selecting the right strategy. An overview of tactics and their successful use. Practice in negotiation	1-3 days	Both
UPPCC	Negotiations - Basic	a3	Negotiations (Basic)	Tim Leh		1 or 2 days	Classroom
UPPCC	Negotiations - Advanced	a4	Advanced Negotiations	Marilyn Gettinger	A quick overview of the basics. Advanced strategies. Supplier conditioning. An understanding of concessions and their use. Steps in using options and expert opinions. Practices in managing the negotiation process. Case studies for success. Tools to immediately use in their present positions.	1-3 days	Both
UPPCC	Negotiations - Advanced	a4	Cross Cultural Negotiations	Gurpreet Singh		1 day	Classroom
UPPCC	Negotiations - Advanced	a4	IT-Related Acquisitions & Contract Negotiations	Henry Garcia		1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Legal Negotiations	Mark Grieco		1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Negotiating, Implementing & Managing Successful Contracts	Patrick Woods		1 day	Classroom
UPPCC	Negotiations - Advanced	a4	Negotiations (Advanced)	Tim Leh		1 or 2 days	Classroom
UPPCC	Negotiations - Advanced	a4	Negotiations (Intermediate)	Tim Leh		1 or 2 days	Classroom
UPPCC	Negotiations - Advanced	a4	Negotiations for Supply Managers	Henry Garcia		1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Power Negotiations	Mark Grieco		1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Strategic Negotiations	Ken Jones		1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	The Art of Negotiation: How to Let Someone Else have Your Way	Edie Raether	Learn to implement the five steps of the negotiation process. Learn to reframe: Transform reluctance into commitment. Implement the steps and positions from opening to closing. Learn to deal with psychological warfare. Learn to get to "yes" by leveraging power, time and information	1-3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Think like a negotiator (3 days)	Eldonna Fernandez		3 days	Classroom
UPPCC	Negotiations - Advanced	a4	Think like a negotiator (1 day or multiple)	Eldonna Fernandez	Go into any situation with 100% confidence that you will get the results you want. <ul style="list-style-type: none"> • Consistently satisfy and attract the right clients or customers • Know what to ask for and how to ask • Understand strategies to turn a discussion or disagreement to a more favorable result • Have the mindset to think like a negotiator and ethically influence your outcomes • Avoid the most common mistakes made in negotiation 	1 day	Both
UPPCC	Change Management	a5	Contracts Management	Gurpreet Singh		5 days	Classroom
UPPCC	Contract Administration	a5	Construction Contracting	LeRoy Graw	Explain the several Federal and State laws governing construction contracting. Describe the nature of construction and related services. Explain how to solicit and evaluate bids and proposals for construction services. Explain how to write, award, and administer construction contracts	24 hours	Classroom
UPPCC	Contract Administration	a5	Construction Contracting Tools	Darrin Matthews	Examine leading technology tools in construction. Discuss importance of contract administration plans. Review checklists that can improve the contracting process	1 day	Classroom
UPPCC	Contract Administration	a5	Contract Administration	Darrin Matthews	Explore the phases of the acquisition process. Determine how upfront work can improve contract administration. Discuss techniques for cost and schedule control	1 day	Classroom
UPPCC	Contract Administration	a5	Contract Administration	Greg Pustelnik	Best Practices. Compliance and Performance Review. Reporting, Documentation & Resolution of Performance Issues	1 day	Classroom
UPPCC	Contract Administration	a5	Contract Administration for the 21st Century	Mike Kolodisner		1 day	Classroom

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UPPCC	Contract Administration	a5	Contract Claims (1-5 days)	Eldonna Fernandez		1 to 5 days	Classroom
UPPCC	Contract Administration	a5	Contract Close-Out	Greg Pustelnik	Best Practices. Checklists. Roles and Responsibilities	1 day	Classroom
UPPCC	Contract Administration	a5	Contract Management	Marilyn Gettinger	The legal definition of a contract. The importance of an effective bid/proposal or purchase order for success in managing the contract. The contract and its terms. The contract manager or administrator. The expectation meeting with selected bidder. The goals of contract management. Steps in managing the contract. A framework for contract management.	1-3 days	Both
UPPCC	Contract Administration	a5	Contracting for Architect-Engineering Svcs	LeRoy Graw	Explain the several Federal and State laws governing A&E contracting. Describe the various services performed by A&E firms. Explain how to select A&E firms. Explain how to negotiate, write, award, and administer A&E contracts.	24 hours	Classroom
UPPCC	Contract Administration	a5	Contracting for Procurement Professionals	Irene Marnell		1 day	Classroom
UPPCC	Contract Administration	a5	Contracts Management	Suzanne Sellers		1 day	Classroom
UPPCC	Contract Administration	a5	Effective Management of Construction Contracts	Darrin Matthews	Review the history of public works contracting. Assess risks association with construction industry. Define common terms unique to construction contracting.	1 day	Classroom
UPPCC	Contract Administration	a5	Indirect Services Contracting	Suzanne Sellers		1/2-1 day	Classroom
UPPCC	Contract Administration	a5	Managing Compliance	Marilyn Gettinger	The implementation of a compliance management program. A road map to follow in implementing and managing supply management's compliance requirements. A list of potential compliance requirements. Metrics for measuring successful compliance. Compliance reporting as a tool for improvement.	1-3 days	Both
UPPCC	Contract Administration	a5	Performance-based Service Contracting	Henry Garcia		1-3 days	Classroom
UPPCC	Contract Administration	a5	Post-award Contract Implementation and Administration	Henry Garcia		1-3 days	Classroom
UPPCC	Contract Administration	a5	Request for Proposal (RFP), Request for Quotation (RFQ), Invitation for Bid (IFB), Request for Information (RFI)	Greg Pustelnik	Efficient and Effective Solicitation Process. Roles and Responsibilities in Solicitation. Process Key Elements. Pitfalls to Avoid in Solicitation Process	1 day	Classroom
UPPCC	Contract Administration	a5	Service Purchasing and Contracting	LeRoy Graw	The key differences between purchasing services and purchasing supplies, materials, and equipment. The Performance Based Service Purchasing Process. Recommended solicitation, evaluation, and source selection processes for services. Purchasing for Services. Labor Laws Affecting Service Purchasing.	24 hours	Classroom
Business Competencies	Management Theories	a6	Execution & Control of Operations	Joe Shedlawski	Learn to translate plans into operational activities and define and apply techniques in the operations field. Understand the execution of quality initiatives and continuous improvement plans. Prepare to pass the ECO exam.	24 hours	Classroom
Business Competencies	Management Theories	a6	Intellectual Property 101	Mark Weis	Patents, what do they protect, how long do they last, how are they infringed, and what actions to take if patent infringement is suspected; Trademarks, what do they protect, how long do they last, how are they infringed, and what actions to take if trademark infringement is suspected; and Copyrights, what do they protect, how long do they last, how are they infringed, and what actions to take if copyright infringement is suspected.	1 day	Classroom
UPPCC	Supply	a6	Advanced Supply Chain Management	Jim Ullum		1-3 days	Classroom
UPPCC	Supply Management	a6	Basics of Supply Chain	Joe Shedlawski	Understand basic business-wide concepts, including understanding various supply chain environments. Manage supply issues including demand, inventory, operations costs, and metrics. Prepare to pass the BSCM exam	30 hours	Classroom
UPPCC	Supply Management	a6	Best Practices in Supply Management	Marilyn Gettinger	An understanding of the best practices concept. Resources for identifying best practices opportunities. Steps in benchmarking. The Benchmarkers' Protocol to follow. Case studies and practices from world class organizations. Lessons learned to take back to their workplaces.	1-3 days	Both
UPPCC	Supply Management	a6	Compliance Management in Supply	Marilyn Gettinger	The role of compliance in today's business environment. Regulatory and organizational compliance demands. Future compliance issues. Compliance standards. The implementation of a compliance initiative. Management and reporting process. Challenges in compliance programs. Software usage in compliance management. Tools for their own workplace initiative.	1-3 days	Both
UPPCC	Supply Management	a6	Design and development of a Supply Chain network. 2 days	Zai Phiroz	Explain the various designs of a supply chain. Explain the methods of developing and refining a supply chain. Demonstrate the progression of a supply chain	2 days	Both
UPPCC	Supply Management	a6	Introduction to Supply Chain Management	Jim Ullum		1-3 days	Classroom
UPPCC	Supply Management	a6	Introduction to Supply Management	Marilyn Gettinger	A complete overview of the supply management function for those new to the supply or purchasing area as well as a good review for those already working in the area. An understanding of the terminology used in the supply function. The legal, ethical, and social responsibilities of today's supply professional. Best practices in managing a successful supply department. Both basic and advanced skills and knowledge for the supply professional. Groundwork for more intense review of skills and knowledge necessary for today's world class purchaser. Skills and knowledge to use in their own positions.	1-3 days	Both

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UPPCC	Supply Management	a6	Performance Measures for Supply Management	Jim Ullum		1-3 days	Classroom
UPPCC	Supply Management	a6	Purchasing & Supply Management	Darrin Matthews	Explore the evolving field of supply management. Review leading procurement methods. Discuss effective negotiation techniques	1 day	Online
UPPCC	Supply Management	a6	Purchasing and Supply Management Trends	Henry Garcia		1-3 days	Classroom
UPPCC	Supply Management	a6	So Your Supplier Gets Bought Out! What Next?	Patrick Woods		1 day	Classroom
UPPCC	Supply Management	a6	Strategic Management of Resources	Joe Shedlawski	Acquire an understanding of how market requirements drive the resources and processes of an organization as part of its strategy. Develop knowledge of concepts that require a combination of elements and higher thinking within the entire CPIM body of knowledge. Prepare to pass the SMR exam	24 hours	Classroom
UPPCC	Supply Management	a6	Supply Chain Management	Marilyn Gettinger	A clear definition of supply chains and supply chain management. An overview of the materials management functions. Supply chain models. The impact of strategic sourcing, supply base management, supply and demand management, risk management, and collaboration on supply chains. The SCOR model, lean, six sigma, and lean six sigma and the supply chain. Best practices in supply chain management. The future of supply chain management	1-3 days	Both
UPPCC	Supply Management	a6	The nature of firms, evolution of Supply Chain management. Supply Chain drivers and metrics. 2 days	Zai Phiroz	Explain the nature of Supply Chain Management. Explain the drivers of a Supply Chain. Map the sequence of events in developing a supply Chain	2 days	Both
UPPCC	Supply Management	a6	The role of Supply Chain management within fortune 500 companies. Responses to growing economies. 3 days	Zai Phiroz	Explain how supply chain management assists overall commerce. Understand the methods of how companies modify supply chains. Explain the interaction between an economy and a supply chain.	3 days	Both
UPPCC	Supply Management	a6	The Successful Supply Management Department	Marilyn Gettinger	An understanding of the guidelines and policies necessary for a world class supply function. Best practice in the supply function. Purchasing process management roadmap. Requisition management. Internal customer relationships and customer service delivery by supply management. Accounting compliance. Supply function initiatives. Training and development. Centralization and decentralization of supply management. Performance management of staff and department	1-3 days	Both
UPPCC	Procurement Planning & Sourcing	a7	Collaborative Planning, Forecasting, and Replenishment (CPFR)	LeRoy Graw	Collaborative Commerce Dynamics. Collaborative Commerce Barriers. The CPFR® Process/Reference Model. CPFR® Benefits to the implementing businesses. Globalization of CPFR®. VICS & VICS CPFR® Committees. How Standards Enable Collaborative Commerce. The 4 CPFR activities. The 8 CPFR collaborative steps. How various retailers have implemented CPFR. The factors for success in CPFR implementation	24 hours	Classroom
UPPCC	Procurement Planning & Sourcing	a7	Detailed Scheduling & Planning	Joe Shedlawski	Translate product-level plans and schedules generated at the master planning level into requirements that can be procured or produced. Acquire a working knowledge of the tools and techniques for planning of inventory, including MRP, CRP, lean, TOC, and projects. Prepare to pass the DSP exam	27 hours	Classroom
UPPCC	Procurement Planning & Sourcing	a7	Forecasting Principles	Marilyn Gettinger	The importance of forecasting on an organization's supply chain and customer service delivery. Definition of quantitative and qualitative forecasting methods. Global impact on forecasting numbers. Basic rules on forecasting. Forecasting methods: rolling averages, weighted rolling averages, exponential smoothing. Forecast error calculations. Forecasting levels. Forecasting in the supply area. Sales and Operation Planning. Collaborative Planning, Forecasting, and Replenishment	1-3 days	Both
UPPCC	Procurement Planning & Sourcing	a7	Master Planning & Resources	Joe Shedlawski	Apply the principles of demand management, sales and operations planning, master scheduling, and distribution planning. Understand the linkages between all of the levels of the plans for the business. Prepare to pass the MPR exam.	24 hours	Classroom
UPPCC	Procurement Planning & Sourcing	a7	Planning and Scheduling For Industry and Service Delivery	Marilyn Gettinger	An explanation of the planning and scheduling processes in manufacturing and service delivery. An explanation of the various levels of planning and scheduling in organizations. Planning horizons for products and service delivery. The impact of material requirements planning, capacity requirements planning, and master planning in meeting delivery dates. Types of scheduling. Decisions in scheduling: overtime, additional shifts, outsourcing, hybrid. Impact of planning and scheduling on supply management	1-3 days	Both
UPPCC	Procurement Planning & Sourcing	a7	Planning for supply and demand within a Supply Chain. 1 day	Zai Phiroz	Describe methods of planning expectations for a supply chain. Understand the role of supply and demand on each point of a supply chain	1 day	Both
UPPCC	Sourcing	a7	Advanced Strategic Supply Chain Management	Patrick Woods		1 day	Classroom
UPPCC	Sourcing	a7	Legal Services Sourcing	Gurpreet Singh		2 days	Classroom
UPPCC	Sourcing	a7	Strategic Sourcing	Gurpreet Singh		5 days	Classroom
Project Management	Project Management Framework	b 1	Advanced Project Management	Marilyn Gettinger	Advanced principles in managing project. The PM organization and matrix management. Program management. Project management software. Activity Network Diagramming. Critical path management. Statistical analysis in PM. Controlling the project	1-3 days	Both

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Project Management	Project Management Framework	b 1	Code of Ethics & Professional Conduct in Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Critical Chain Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Introduction to Project Management	Marilyn Gettinger	The definition and terminology used in project management. The importance of project management skills for supply managers. The goals of the project management process. The project management framework. The feasibility of projects. The project management charter. The project team and leader. The project plan and execution.	1-3 days	Both
Project Management	Project Management Framework	b 1	Managing Multiple IT Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management	Joe Shedlawski	Develop an understanding of the key concepts, functions, and benefits of project management. Learn by example to apply various project planning and tracking techniques. Understand the nine knowledge areas of project management, as defined by the Project Management Institute.	1 day	Both
Project Management	Project Management Framework	b 1	Project Management Capstone	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management Essentials	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management for IT Professionals	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management for IT/IS Professionals	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management Fundamentals	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management Fundamentals Applied to Construction Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management Practicum/Simulation	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Project Management Professional (PMP) Exam Review	Henry Garcia		1-3 days	Classroom
Project Management	Project Management Framework	b 1	Using Agile Project Management for IT Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Integration Management	b 2	Earned Value Management & Reporting	Henry Garcia	Students will master Earned Value Management and Reporting techniques as applied to projects, and understand the value of this popular project performance evaluation technique.	1-3 days	Classroom
Project Management	Project Integration Management	b 2	Requirements Management for IT Professionals	Henry Garcia		1-3 days	Classroom
Project Management	Project Integration Management	b 2	Using Critical Chain Project Management for IT Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Integration Management	b 2	Writing an Effective Project Management-Oriented SOW	Henry Garcia		1-3 days	Classroom
Project Management	Project Scope Management	b 3	Project Scope Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Scope Management	b 3	Scope and Time Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Time Management	b 4	Project Time Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Cost Management	b 5	Cost, Time, and Scope Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Cost Management	b 5	Project Cost Management	Henry Garcia		1-3 days	Classroom

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Project Management	Project Cost Management	b 5	Quantitative Tools & Techniques for Project Managers	Henry Garcia		1-3 days	Classroom
Project Management	Project Quality Management	b 6	Producing "Quality" in IT Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Quality Management	b 6	Project Quality Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Quality Management	b 6	Quality and Risk Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Quality Management	b 6	Quality Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Human Resource Management	b 7	Project Human Resources Management & Alternate Dispute Resolution	Henry Garcia		1-3 days	Classroom
Project Management	Project Human Resource Management	b 7	Quality, Human Resource, and Mediation Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Communications Management	b 8	Communications and Human Resource Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Communications Management	b 8	Project Communications Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Risk Management	b 9	Practical Risk Management in Projects	Henry Garcia		1-3 days	Classroom
Project Management	Project Risk Management	b 9	Project Risk Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Risk Management	b 9	Risk and Communications Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Risk Management	b 9	Risk Management for IT Professionals	Henry Garcia		1-3 days	Classroom
Project Management	Project Risk Management	b 9	Risk Management for Projects	Henry Garcia		1-3 days	Classroom
Project Management	Risk Management	b 9	How to Manage Contractual Risk	Mark Grieco		1-3 days	Classroom
Project Management	Risk Management	b 9	Proactive Risk Mitigation for complex Supply Chains	Patrick Lynch	Successful students learned firsthand techniques to build and execute proactive risk assessments and probably mitigations	1 day	Classroom
Project Management	Risk Management	b 9	Proactive Supply Chain Risk Management	Patrick Woods		1 day	Classroom
Project Management	Risk Management	b 9	Risk Management	Marilyn Gettinger	The importance of a risk management initiative as an immediate effort. A portfolio management perspective. The risk management framework: prevention, minimization, remediation, and impact. Risk management: supply base, internal, logistics, financial, external risks. Implementation of a risk management initiative. Steps in gaining buy-in. Practices in risk management strategies. Tools for their own workplace.	1-3 days	Both
Project Management	Risk Management	b 9	Risk Management	Ron Emery	Definition of risk. Identify the risks in your organization you can manage. How to manage it and control risk. Risk mitigation strategy development. Measurements for success	1 day	Classroom
Project Management	Risk Management	b 9	Supplier Risk Analysis	Ken Jones		1-3 days	Classroom
Project Management	Risk Management	b 9	Supply Chain Risk Management	LeRoy Graw	Apply risk management processes and techniques. Train organization personnel as risk professionals and managers (everyone a Risk Manager). Minimize and attenuate risk in the supply chain. Explain how to evaluate and minimize supplier risk	24 hours	Classroom
Project Management	Risk Management	b 9	Supply Chain Risk Management	Tim Leh		1 or 2 days	Classroom
Project Management	Project Procurement Management	b10	Cost, Procurement, and Negotiation Project Management	Henry Garcia		1-3 days	Classroom
Project Management	Project Procurement Management	b10	Negotiations Applications and Opportunities for Project Managers	Henry Garcia		1-3 days	Classroom
Project Management	Project Procurement Management	b10	Procurement and Negotiations Management	Henry Garcia		1-3 days	Classroom

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Project Management	Project Procurement Management	b10	Project Procurement Management & Procurement Negotiation	Henry Garcia		1-3 days	Classroom
Supply Chain Management		c	Supply Chain Management	Tom DePaoli, PhD		1-3 days	Classroom
Supply Chain Management	Logistics	c1	Importing and Exporting	Marilyn Gettinger	The role and impact of importing and exporting in supply management and supply chain management. Total landed cost analysis framework. Regulatory demands and requirements. The impact of the Harmonized Schedule of the United States. The impact of U.S. trade agreements. Restricted products and agency registrations. The process of importing goods into the United States. The process of exporting goods from the United States into other countries. Documentation requirements	1-3 days	Both
Supply Chain Management	Logistics	c1	Moving Freight - Understanding the Process Truck, Rail, Air, Inland Waterways	Marilyn Gettinger	An understanding of the entire freight movement process. The impact on total landed costs and total cost of ownership of the various transportation models. The regulatory, documentation, and demands of each of the model. The environmental impact of each model. The latest information on transportation benefits and challenges and their impacts on supply management decisions and supply chain management. A knowledge of the logistics backbones: highway, locks, inland waterways, ports, rail	1-3 days	Both
Supply Chain Management	Logistics	c1	Principles of Logistics	Joe Shedlawski	Develop working knowledge of the foundations of planning and control in distribution and logistics. Learn the principles and activities of warehousing, transportation, and fulfillment. Grasp the concepts of supply chain management (SCM), and the principles, functions, and application of distribution requirements planning (DRP).	30 hours	Classroom
Supply Chain Management	Logistics	c1	Transportation & Logistics	Darrin Matthews	Discuss the history of logistics throughout the world. Examine the terminology used in international shipping. Explore the various modes of transportation	1 day	Online
Supply Chain Management	Logistics	c1	Transportation Management	Marilyn Gettinger	The role of transportation management in supply management and supply chain management. The various forms of transportation. The role of the bill of lading and the various types. The language of transportation. The impact of regulations on transportation. Cost reduction opportunities in transportation. The growth of Intermodal transportation. Improved relationships and collaboration between transportation and supply management personnel	1-3 days	Both
Supply Chain Management	Logistics	c1	Understanding and Complying to Regulations in Logistics	Marilyn Gettinger	The impact of logistics regulations, their costs, and their penalties on supply management decisions. A total cost of ownership template. Resources for identifying regulations and cost data. The importance of supply management and transportation collaboration in identifying best shoring, near shoring, and on-shoring opportunities. The right questions for successful supply selection and management. New tools and information for improved flow of goods and information and reduction of supply chain disruptions	1-3 days	Both
Supply Chain Management	Logistics	c1	Understanding Documentation in Logistics	Marilyn Gettinger	The importance of documentation in all areas of logistics. The ability to work with suppliers to prevent documentation issues causing delays in the supply chain as well as total cost of ownership cost escalations. Bill of lading, its role, types, and completion. Import documentation templates. Resource information. Export documentation templates. Customs Border and Protection Agency electronic systems. Automated Commercial Environment	1-3 days	Both
Supply Chain Management	Warehousing	c2	Principles Of Transportation And Warehousing	Patrick Woods		1 day	Classroom
Supply Chain Management	Warehousing	c2	Warehouse and Inventory Management	LeRoy Graw	Explain the role of the warehouse in the modern supply chain. Describe and explain the various warehouse technologies and the functions they perform. Explain basic and advanced inventory management principles. Explain how to control, report, and verify status of stock. Describe the various duties and roles of the warehouse manager and warehouse supervisor	24 hours	Classroom
Supply Chain Management	Warehousing	c2	Warehousing Principles	Marilyn Gettinger	An understanding of warehouse operations and their impact on supply management and supply chain management. The role of warehousing in the organization. Types of warehousing. An understanding of public warehousing, 3PLs and 4PLs. The layout and location of a warehouse and supply management's involvement. An understanding of the various areas of warehousing: receiving, shipping, storage, value added services, Warehouse management systems, Barcoding and RFID technology usage	1-3 days	Both
Supply Chain Management	Warehousing	c2	Warehousing/3PL	Ron Emery	When to outsource your logistics programs. Determining an effective strategy that is right for you. What models do I use/ What is the difference between 3PL and 4PL. What is cost effective for my business or organization?	1 day	Classroom
Supply Chain Management	Distribution & Inventory Management	c3	BIC Practices In Production & Inventory Control Management	Patrick Woods		1 day	Classroom
Supply Chain Management	Distribution & Inventory Management	c3	Fundamentals Of Inventory Management	Patrick Woods		1 day	Classroom
Supply Chain Management	Distribution & Inventory Management	c3	Inventory Management	Joe Shedlawski	Identify the different types of inventory and reasons for holding it. Calculate the costs associated with holding and ordering inventory, using different valuation methods. Learn lot sizing and safety stock methodology	1 day	Both

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Supply Chain Management	Distribution & Inventory Management	c3	Inventory Management and Control	Marilyn Gettinger	A clear definition of inventory, its importance in the organization, and its challenges. Carrying cost analysis and definitions. The classifications of inventory and its purposes. Steps in inventory accuracy and integrity. Inventory measurements – Inventory turns, fill rates, accuracy levels. Methods for identifying requirements. <u>Replenishment systems. Material requirements planning. Inventory policies.</u>	1-3 days	Both
Supply Chain Management	Distribution & Inventory Management	c3	Principles of Inventory Management	Joe Shedlawski	Provide a fundamental understanding of inventory management principles and techniques. Examine inventory control roles and responsibilities and their impact on a business. Learn ordering techniques, replenishment policies, purchasing management, and inventory performance measurement	30 hours	Classroom
Supplier Management	Supply Management	c3	Fundamental Principles of Effective Inventory Management - (One Day)	Michael Bohon, CPSM, CMRP	<ul style="list-style-type: none"> • Gain an understanding of the basic principles and functions of inventory • Learn the financial implications of inventory and how to account for its value • Find out how to manage an inventory and measure performance • Discover how to manage the inventory processes and the various types of control systems • Understand the methods and implications of inventory disposal • Gain an understanding of the basic principles and functions of inventory • Learn the financial implications of inventory and how to account for its value • Find out how to manage an inventory and measure performance • Discover how to manage the inventory processes and the various types of control systems 	1 day	Classroom
Supply Chain Management	Supply Management	c3	Inventory Management Fundamentals	Julie Brignac	Define inventory management fundamentals. Identify best practices in inventory management. Review current inventory management scenarios in industry and related training requirements for conducting <u>inventory management processes.</u>	1 day	Classroom
Supply Chain Management	Sourcing	c4	Strategic Sourcing & Negotiation	Jim Ullum		1-3 days	Classroom
Supply Chain Management	Sourcing	c4	Strategic Sourcing Process Fundamentals	Ken Jones		1-3 days	Classroom
Supply Chain Management	Category Management	c6	Category Management	Gurpreet Singh		5 days	Classroom
Supply Chain Management	Category Management	c6	Developing Commodity Strategies	Ken Jones		1-3 days	Classroom
Supply Chain Management	Stakeholder Management, Advocacy, Marketing	c7	Customer Service Operations	Marilyn Gettinger	The impact of customer service operations on supply management. Customer service operations and the supply chain. Technology and customer service. The customer service language. Quality customer service takes a team. Customer service as an information resource. Best practices in customer service <u>operations.</u>	1-3 days	Both
Supply Chain Management	Supply Market Analysis	d1	Barriers of overall Supply Chains. Coordination within a Supply Chain. 2 days	Zai Phiroz	Explain what hinders the progress of a supply chain. Explain how coordination within a supply chain takes place. Explain various types of supply chain barriers.	2 days	Both
Supply Chain Management	Supply Market Analysis	d1	Managing variability within a Supply Chain network. 1/2 day	Zai Phiroz	Describe methods of managing variability within a supply chain. Explain various types of vulnerabilities which cause variability.	1/2 day	Both
Supply Chain Management	Supply Market Analysis	d1	Measuring and analyzing the value and efficiency of a domestic and global Supply Chains network. 4 days	Zai Phiroz	Describe methods of analyzing value within a supply chain. Describe methods of analyzing efficiency of a supply chain. Compare and contrast the design of supply chains domestically vs. globally.	4 days	Both
Supplier Management	Supply Market Analysis	d1	Trends in the market, growth opportunities and areas which will gain focus. 1/2 day	Zai Phiroz	Describes trends in supply chain management. Explain areas which companies are focusing on.	1/2 day	Both
Supplier Management	Supplier Qualification	d2	Cost/Price Analysis and Supplier Evaluation	Henry Garcia		1-3 days	Classroom
Supplier Management	Supplier Qualification	d2	Developing the Supplier Benchmark Audit, The Precursor To Supplier Approval	Patrick Woods		1 day	Classroom
Supplier Management	Supplier Qualification	d2	Just The Facts Please! The Quantitative Approach To Rating Suppliers	Patrick Woods		1 day	Classroom
Supplier Management	Supplier Qualification	d2	Selecting Subject Matter Expert Consultants and Sub-Contractors	Henry Garcia		1-3 days	Classroom
Supplier Management	Supplier Qualification	d2	The Effective Supplier Evaluation Process	Marilyn Gettinger	A discussion on evaluating suppliers both in the selection process as well as during the long-term purchasing relationship. The most current criteria used in the evaluation process. Steps in setting up a supplier evaluation process. The types of evaluation. The internal customer input. Supplier participation. Information resource for <u>improvement and negotiations. Templates for supplier evaluation process. Software.</u>	1-3 days	Both
Supplier Management	Supply Base Management	d4	Supply Base Management	Marilyn Gettinger	A definition of supply base management, its importance, and its growth. How supply base management integrates with strategic sourcing. Supply base segmentation. Existing suppliers, future, suppliers, and potential suppliers. <u>Implementation of a SBM program. The internal customer. Steps in managing an ongoing SBM program.</u>	1-3 days	Both

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Supply Chain Management	Supplier Relationship Management	d5	Supplier Relationship Management	Julie Brignac	Define supplier relationship management fundamentals. Identify best practices of supplier relationship management. Review the different levels of maturity for a supplier relationship management program.	1 day	Classroom
Supplier Management	Vendor Managed Inventories	d5	Vendor Management Systems	Ron Emery	Effectively managing vendor results. What toolsets do I deploy? How do I achieve results? What kind of results can I expect? Where do I go to find the appropriate solutions?	1 day	Classroom
Supplier Management	Socio-Economic Factors in Procurement	d6	Green Purchasing and Supply Chain Mgt	LeRoy Graw	Develop and manage a Green Purchasing and Supply Chain Management program. Apply the ISO 13000 Environmental Standard. Explain the various techniques of Green Purchasing. Explain what it takes to be successful in Green Purchasing. Apply Credit Card User Guidelines for Green Purchasing. Explain how Biobase Purchasing is used in Green Purchasing. Apply Energy Star Purchasing techniques.	24 hours	Classroom
Supplier Management	Socio-Economic Factors in Procurement	d6	Green Supply Chain Management - From Concept To Reality - A Doable Action Plan	Patrick Woods		1 day	Classroom
Supplier Management	Socio-Economic Factors in Procurement	d6	Supplier Diversity	Suzanne Sellers		1/2-1 day	Classroom
Supplier Management	Socio-Economic Factors in Procurement	d6	Sustainable Procurement Strategies	Darrin Matthews	Define sustainability and sustainable procurement strategies. Explore third party product certifications. Examine leading organizational practices to enhance sustainability	1 day	Classroom
Supplier Management	Socio-Economic Factors in Procurement	d6	The Green Revolution in Supply Management	Marilyn Gettinger	The evolution and importance of green in today's workplace. Terms and terminology used in environment discussions. Current environmental initiatives. Supply management's role in supporting the green revolution. The environmentally friendly supply chain. The legal efforts in the green revolution. ISO 14000 and ISO 18000. The future demands of green and the supply chain professional.	1-3 days	Both
Supplier Management	Supplier Relationship Management	d7	Early Supplier/Purchasing Involvement	Tim Leh		1 or 2	Classroom
Supplier Management	Supplier Relationship Management	d7	Supplier Management	Tim Leh		1 or 2	Classroom
Supplier Management	Supplier Relationship Management	d7	Supplier Relationship Management	Gurpreet Singh		3 days	Classroom
Legal Aspects of Procurement	Supplier Relationship Management	d7	Value Added Procurement, Negotiations & SRM	Patrick Woods		1 day	Classroom
Legal Aspects of Procurement	Model Procurement Code	e1	Federal Acquisition Regulations – Explanation and Application	Henry Garcia		1-3 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Basic legal principles in public purchasing 1 day course	Mike Kolodisner	Be able to recognize and have an understanding of the basic laws that affect public purchase - including unfair and illegal trade practices, intellectual property rights, laws and rules associated with contract breaches. Be able to understand and employ the rules regarding contract interpretation. Be able to recognize, follow and employ the laws and rules of agency. Be able to recognize the basic elements of a contract and determine whether purchasing documents include those elements.	1 day	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Business Law in Supply Chain	Tim Leh		1 or 2 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Confidentiality Agreements	Mark Weis	Who on the Recipient's side may access the Discloser's Confidential Information and what may the Recipient do with such information in a well negotiated agreement; How long should information be protected and what steps should be taken to help protect confidential information; and Ensuring the agreement contemplates termination and post-termination obligations and how to comply with such terms.	1/2 day	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Contract Law/Legal Aspects of Purchasing	Martin Carrara	Understand concepts of contract law. Understand contract formation and battle of the forms. Understand what constitutes a breach and remedies for breach. Understand other laws critical to purchasing and supply management.	1-3 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Enhancing the Accuracy of the RFP Process	Henry Garcia		1-3 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Legal Aspects of Software Licensing	Martin Carrara	Understand the key terms in software licenses and other technology agreements. Understand principles of electronic commerce. Understand cloud computing and learn how to negotiate cloud computing agreement.	1-3 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Legal Issues in Purchasing	Ken Jones		1-3 days	Classroom
Legal Aspects of Procurement	Practical Applications	e1	Response to a Federal Government Request for Proposal/Quotation	Henry Garcia		1-3 days	Classroom

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Legal Aspects of Procurement	Practical Applications	e1	Software Licensing from the Licensor's & Licensee's Perspective	Mark Weis	What should be incorporated in a well negotiated License Grant provision, and who should be considered a user by the Licensee (and Licensor), and why. What types of warranties should be included in a well negotiated Software Licensing Agreement, and why; and Intellectual property issues that need to be addressed in a well negotiated Software Licensing Agreement and proven ways to do so.	1 day	Classroom
Supplier Management	Practical Applications	e1	Supply Management - Purchasing Law	Marilyn Gettinger	The role of purchasing law in managing purchase orders and contracts. The law of agency. Terms and conditions. The service buy and Common Law. The Uniform Commercial Code. Contract Law. An understanding of the various laws that impact the purchasing area.	1-3 days	Both
Supplier Management	Supply Market Analysis	e1	Marketing Intelligence	Ron Emery	How to gain market intelligence. Review of issues surrounding various markets. Utilizing social media and agencies and success strategies around both	1 day	Classroom
Legal Aspects of Procurement	Supply Market Analysis	e1	Value-Based Pricing Strategies	Henry Garcia		1-3 days	Classroom
Legal Aspects of Procurement	Contract Types	e2	Construction Contracts	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Contract Types	e2	Contracting for Services	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Contract Types	e2	Contracting Fundamentals - The Basics you need to succeed	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Contract Types	e2	Got You Covered! The 21 st Century Approach To Customer/Supplier Agreement	Patrick Woods		1 day	Classroom
Legal Aspects of Procurement	Contract Types	e2	Intellectual Property (IP) Licensing Agreements	Mark Weis	What should be included in a well negotiated License Grant provision, including how the licensed intellectual property may be used and accessed, and why; What types of warranties should be included in a well negotiated Intellectual Property (IP) Licensing Agreement, and why; and How to address indemnification, by both the Licensor and Licensee, in Intellectual Property (IP) Licensing Agreements, and proven ways to do so.	1 day	Classroom
Legal Aspects of Procurement	Contract Types	e2	Joint Development Agreements	Mark Weis	How to address issues surrounding the intellectual property that each party contributes under the agreement; How to address issues surrounding intellectual property created under the agreement; and What types of warranties and indemnifications are included in a well negotiated Joint Development Agreement.	1 day	Classroom
Legal Aspects of Procurement	Contract Types	e2	Long Term Supply Agreements	Mark Weis	How to ensure proper ownership of the intellectual property created, or used, under the agreement; What warranty provisions should be included in a well negotiated Long Term Supply Agreement, and how to address warranty claims; and How, and why, to address non-performance in Long Term Supply Agreements.	1 day	Classroom
Legal Aspects of Procurement	Contract Types	e2	Professional Services Agreements	Mark Weis	How to ensure proper ownership of the intellectual property created, or used, under the agreement; What warranty provisions should be included in a well negotiated Professional Services Agreement; and Ensuring that the agreement addresses Suppliers use of sub-contractors to fulfill the Agreement, and how to ensure confidentiality and proper chain of title to sub-contractor created intellectual property contained in the Deliverables.	1 day	Classroom
Supplier Management	Contract Types	e2	Software, Data and Technology Agreements	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Supplier Qualification	e2	Measuring Performance with KPI's	Ron Emery	How do you decide what to measure? When to measure? Build effective KPI's that manage the appropriate results. Building the measurements and effective long term strategies to make sure you are continually improving.	1 day	Classroom
Legal Aspects of Procurement	Contract Development	e3	Advanced Contracts - Beyond the Basics	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Contract Development	e3	Contract Development and Administration	Martin Carrara	Understand how legal concepts are integrated into the contract. Understand the "anatomy" of a contract and the purpose of the contract structure. Learn how to negotiate various contract terms. Learn how to use the contract as a tool for managing supplier performance	1-3 days	Classroom
Legal Aspects of Procurement	Contract Development	e3	Contract Drafting	Martin Carrara	Understand how contract drafting differs from other writing. Learn how to draft covenants and conditions. Learn how to avoid ambiguity in drafting to avoid disputes. Learn how to find "red flags" in contract language.	1-3 days	Classroom
Legal Aspects of Procurement	Contract Development	e3	Developing and Managing Public Sector RFPs	Mike Kolodisner	Be able to develop work statements to incorporate into public sector RFPs. Be able to recognize and incorporate appropriate terms and conditions. Be able to lead customers and evaluation committees in developing and weighing RFP evaluation criteria. Be able review submitted proposals and determine which are and which are not responsive. Be able to lead RFP evaluation committees through the proposal evaluation process. Be able to lead or assist in negotiation with successful respondent/s	1 day	Classroom
Legal Aspects of Procurement	Contract Development	e3	Developing Successful Bids and Contracts	Marilyn Gettinger	Definitions of request for bid, quote, proposal, information, etc. Guidelines for an effective bidding process. Legal and ethical requirements in bidding. Steps in managing the bidding process and the bidding framework. What should be included in a successful bid. Terms and conditions. The selection criteria. The two-step bid. Technical bids.	1-3 days	Both

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Legal Aspects of Procurement	Contract Development	e3	Effective Contract Development	Mike Kolodisner	Be able to recognize the factors that make a contract legally binding. Be able to read, write and understand key contract provisions in order to write more effective contracts. Be able to analyze and determine effective contract pricing. Be able to employ the principles of writing effective work statements. <u>Be able to employ the principles of effective contract negotiation. Be able to write contract provisions that</u>	1 or 2	Classroom
Legal Aspects of Procurement	Contract Development	e3	Pre-award Contract Selection and Preparation	Henry Garcia		1-3 days	Classroom
Legal Aspects of Procurement	Contract Development	e3	Real-life Contract Development: What is Important in Developing Your Contract?	Jim Haining		1/2 day	Classroom
Legal Aspects of Procurement	Contract Types	e3	Understanding Legal and Business Issues in Technology Licensing Agreements	Mark Weis	What should be included in a well negotiated License Grant provision, including how the licensed intellectual property may be used and accessed, and why; What types of warranties should be included in a well negotiated Technology Licensing Agreement and why; and How to address indemnification, by both the Licensor and Licensee, in Technology Licensing Agreements, and proven ways to do so.	1 day	Classroom
Legal Aspects of Procurement	Contract Types	e4	Understanding Legal and Business Issues in Technology Development Agreements	Mark Weis	How to ensure proper ownership of the intellectual property created, or used, under the agreement; What warranty provisions should be included in a well negotiated Technology Development Agreements; and Ensuring that if the agreement addresses Suppliers use of sub-contractors to fulfill the Agreement, and how to ensure confidentiality and proper chain of title to sub-contractor created intellectual property contained in the Deliverables.	1 day	Classroom
Legal Aspects of Procurement	Provisions & Terms/Conditions	e4	Contract Terms and Conditions - Understanding what it all means	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Provisions & Terms/Conditions	e4	INCOTERMS 2010	LeRoy Graw	Describe and define INCOTERMS. Explain why US sellers and buyers need to know and apply INCOTERMS in DOMESTIC as well as INTERNATIONAL CONTRACTS AND PURCHASE ORDERS. Explain how INCOTERMS are used in domestic and international purchasing. Describe the responsibilities of the Seller and Buyer under Incoterms 2010. Explain how Incoterms are used in Domestic and International Contract and Purchase Order transactions.	24 hours	Classroom
Legal Aspects of Procurement	Provisions & Terms/Conditions	e4	Writing Effective Statements of Work	Mike Kolodisner	Be able to develop a mission statement and purpose to guide development of a statement of work. Be able to find and employ references to assist in building effective statements or work. Be able to recognize and use the most effective type works statement for the outcome that they require. Be able to develop and analyze a work breakdown structure to build a statement of work. Be able to employ the technique of value analysis to build an effective work statement. Be able to write and structure a statement of work so that it is clear and enforceable. Be able to recognize inappropriate and appropriate language to incorporate into a statement of work. <u>Be able to incorporate the statement of work into enforceable contract provision</u>	1 day	Classroom
Legal Aspects of Procurement	Contract Types	e5	Understanding Legal and Business Issues in Development Agreements	Mark Weis	How to ensure proper ownership of the intellectual property created, or used, under the agreement; What warranty provisions should be included in a well negotiated Development Agreements; and Ensuring that if the agreement addresses Suppliers use of sub-contractors to fulfill the Agreement, and how to ensure confidentiality and proper chain of title to sub-contractor created intellectual property contained in the Deliverables.	1 day	Classroom
Legal Aspects of Procurement	Requirements & Specification Development	e5	Developing an Effective Scope of Work: The First Step to Supplier Performance	Jim Haining		1/2 day	Classroom
Legal Aspects of Procurement	Requirements & Specification Development	e5	How to Draft and Manage a Scope of Work	Mark Grieco		1-3 days	Classroom
Legal Aspects of Procurement	Requirements & Specification Development	e5	Preparing an Effective SOW or SOO	Henry Garcia		1-3 days	Classroom
Supply Chain Management	Requirements & Specification Development	e5	Video Conferencing Equipment	Ron Emery	How do I spec the right equipment and issue a tender? Who needs to be involved? How do technologies play in the purchase?	1 day	Classroom
Legal Aspects of Procurement	Category Management	e6	There's Leverage In Them Thar Hills! Developing Successful Commodity Leveraging Programs	Patrick Woods		1 day	Classroom
Legal Aspects of Procurement	Contract Types	e6	Understanding Legal and Business Issues in Consulting Services Agreements	Mark Weis	How to ensure proper ownership of the content created, or used, under the agreement; What warranty provisions should be included in a well negotiated Consulting Services Agreements; and Ensuring that the agreement addresses Suppliers use of sub-contractors to fulfill the Agreement, and how to ensure confidentiality and proper chain of title to sub-contractor created intellectual property contained in the Services.	1 day	Classroom
Legal Aspects of Procurement	Requirements & Specification Development	e6	Developing Product Specifications Requirements for Outsourced Suppliers	Jim Ullum		1-3 days	Classroom
Supplier Management	Model Procurement Code	e7	Federal Acquisition Regulation (DAU Equivalency CON 090)	Henry Garcia		1-3 days	Classroom

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Supplier Management	Supplier Relationship Management	e7	Developing Strategic Alliances with Consultants and Sub-contractors	Henry Garcia		1-3 days	Classroom
Supplier Management	Supplier Relationship Management	e7	Implementing a Supplier Diversity Program	Henry Garcia		1-3 days	Classroom
Legal Aspects of Procurement	Supplier Relationship Management	e7	Understanding Diversity	Marilyn Gettinger		1-3 days	Both
Legal Aspects of Procurement	eProcurement	e8	eProcurement	LeRoy Graw	Explain how managers use EProcurement methods and techniques. Define and explain online negotiations, forward auctions, reverse auctions, forward auctions, supply chain, exchanges, e-catalogs, search engines, content, and other Eprocurement terms and concepts. Explain how e-catalogs work: how to use search engines, content creation and management, supplier integration, features/functions. Apply end to end procurement processes including strategic sourcing using Eprocurement techniques. Explain how Eprocurement systems and tools are used to acquire maintenance contracts, consultant services, and other services. Explain the use of technology in making electronic payments.	24 hours	Classroom
Business Competencies	eProcurement	e8	E-Technology Tools in Supply Chain	Tim Leh		1 or 2 days	Classroom
Business Competencies	Economics	f 1	Business competency courses	Mike Kolodisner		1 day	Classroom
Business Competencies	Economics	f 1	Cost Modeling	Tim Leh		1 or 2	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Accounting and Finance for Nonfinancial Managers	LeRoy Graw	Key accounting and finance terms: assets, liabilities, capital, depreciation, capitalization, current ratio and others. The accounting process: journals and ledgers, how debits and credits work. Mastering the mind-set: see business in terms of dollars-and-cents decision options that pay off—short- and long-term. Basic accounting and financial management principles.	24 hours	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Applied Statistics & Operations Research	Yasser Dessouky		1 day	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Corrugated Board	Ron Emery	What is happening in the board market? How to build a "should cost" model for corrugated. How to build a strategy of cost reduction.	1 day	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Cost Reduction Initiatives	Marilyn Gettinger	The importance of establishing a documented cost reduction plan. The definitions of cost reduction, cost avoidance, and cost containment. A framework for success in cost management. Potential cost reduction tools and methods. The identification of cost reduction opportunities. Strategic planning. The documentation and confirmation process.	1-3 days	Both
Business Competencies	Accounting & Finance Skills	f 3	Estimating Cost – A Holistic Approach	Henry Garcia		1-3 days	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Finance for Non-Financial Managers	Marilyn Gettinger	An understanding of financial documents . A dictionary of financial terminology and language. The importance of finance and its role in supply management, materials management, and supply chain management. Practices in using financial ratios, cost of goods/sales, operating income, and net profit analysis in selecting supply sources and monitoring suppliers' financial conditions. Practices in applying supply management savings and cost reductions on financial documents and ratio analyses for greater impact	1-3 days	Both
Business Competencies	Accounting & Finance Skills	f 3	Financial Management for Non-Management Personnel	Henry Garcia		1-3 days	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Financial Supply Chain Management	LeRoy Graw	Working Capital (Including Inventory/Stock) Optimization. Supplier Risk Management. Supply Chain Financing. Tax Optimization Purchasing. Impact of purchasing and supply chain management on key financial performance ratios. Efficiency of the accounts receivable and accounts payable processes	24 hours	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Price and Cost Analysis and Management	Marilyn Gettinger	An understanding of price versus cost analysis. A list of resources for information on pricing and costs. An understanding of direct and indirect costs as well as overhead calculations. How to use price and cost analysis in identifying true costs and in negotiations. An explanation of total cost of ownership, total landed costs, life cycle costing, and the learning curve. New tools to take back to their workplace.	1-3 days	Both
Business Competencies	Accounting & Finance Skills	f 3	Price Indexing: How to Use the BLS Website to Calculate your Price Adjustment	Jim Haining		2 hours	Online
Business Competencies	Accounting & Finance Skills	f 3	Purchasing At All Costs? Understanding Your Supplier's Cost Structure	Patrick Woods		1 day	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Spend Analysis	Tim Leh		1 or 2	Classroom

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Business Competencies	Accounting & Finance Skills	f 3	Supply Chain Cost Savings Strategies & Techniques	Jim Ullum		1-3 days	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Supply Chain Financial Analysis	Tim Leh		1 or 2	Classroom
Business Competencies	Accounting & Finance Skills	f 3	Understanding Supplier Pricing and Costs	Ken Jones		1-3 days	Classroom
Business Competencies	Change Management	f 4	Developing and managing change	Mike Kolodisner		1	Classroom
Business Competencies	Change Management	f 4	Getting your Mules to Move: Brain Based Change for Optimal Performance	Edie Raether	Reduce and delete mental blocks and barriers . Create a "MindShift" to eliminate resistance to change. Improve performance through TeamThink and FutureThink. Improve communications respecting diversity of thinking styles.	1-3 days	Classroom
Business Competencies	Change Management	f 5	Innovate or Evaporate: Igniting Innovation to Reinvent Your Business	Edie Raether	Create a culture of constant creativity for optimal performance. Unleash untapped powers of mind to create "idea generators." Ignite innovation: Cash in on creativity - the currency of the future. Develop your business intuition and learn to listen to hunches. Learn mind wandering techniques for creative problem	1-3 days	Classroom
Business Competencies	Change Management	f 5	LeaderShift: Changing the Way We Manage Change	Edie Raether	Learn a model that motivates, monitors, manages and measures change. Learn tools to reduce resistance and improve performance. Develop steps to create to activate a compelling vision. Learn steps to develop followers into leaders. Learn the method that will mobilize the efforts of others for TeamThink!	1-3 days	Classroom
Business Competencies	Human Resource Skills	f 5	HR Benefits	Ron Emery	How do I get a handle on costs? How do I continuously drive cost down while increasing or keeping the same benefits? How do the large consulting companies help you strategize on pricing? What is the most effective negotiation strategies?	1 day	Classroom
Business Competencies	Human Resource Skills	f 5	HR Services	Ron Emery	Getting HR to buy into procurement support. Creative solutions to gain stakeholder value. How do I break down the walls and create an effective strategy with HR?	1 day	Classroom
Business Competencies	Human Resource Skills	f 5	Interviewing Success	Marilyn Gettinger		1-3 days	Both
Business Competencies	Human Resource Skills	f 5	Mentoring and Coaching	Ron Emery	What is the difference between mentoring and coaching. How to use each strategy and when. Develop a mentoring or coaching program in your business. The Mentor Matrix	1 day	Classroom
Business Competencies	Human Resource Skills	f 5	Motivating the "What's in it for Me" Generation	Edie Raether	Methods to motivate and manage four diverse generations. Develop leadership from transitions from control and compliance to autonomy and freedom. Five creative ways to engage employees. Implementing the five essential elements to self-motivation. Execute a model that overcomes the epidemic of narcissism. Learn how to hire and keep top talent.	1-3 days	Classroom
Business Competencies	Human Resource Skills	f 5	Performance Management	Marilyn Gettinger		1-3 days	Both
Business Competencies	Human Resource Skills	f 5	Performance Review Success	Marilyn Gettinger		1-3 days	Both
Business Competencies	Human Resource Skills	f 5	Retention: Assess, Develop and Manage Top Talent	Michael Matalone	Teaches hiring managers a scientific process and introduces them to tools to help them assess their existing staffs strengths and weakness, develop and manage their people to help them retain a high performing team.	1 day	Classroom
Business Competencies	Human Resource Skills	f 5	The Talent Gap: How to Hire Top Talent	Michael Matalone	Teaches hiring managers a scientific process and introduces them to tools to help them remove the typical subjectivity and replace it with objective, facts-based decision criteria.	1 day	Classroom
Business Competencies	Human Resource Skills	f 5	Why Carrots & Sticks Don't Work: Employee Engagement through Pride Based Motivation	Edie Raether	How to ignite your employee's inter entrepreneur. Execute pride-based motivation: autonomy, mastery and purpose. Discover the hidden costs and addictive nature of rewards. Identify and overcome employee problems and appropriate actions. Strategies to get employees to participate in the "solution	1-3 days	Classroom
Business Competencies	Management Theories	f 6	Cloud Computing	Ron Emery	The dangers of the cloud. How to protect yourself against theft of information. How to deploy those strategies throughout the organization and get buy in to support that strategy.	1 day	Classroom
Business Competencies	Management Theories	f 6	Customer Service: A Contact Sport	Edie Raether	Implement the five S.M.A.R.T strategies for customer satisfaction. Learn to avoid the twelve deadly sins of customer service. Discuss "inside the box" and the importance of internal customers. Implement the critical shift: Transform tough customers into raving fans.	1-3 days	Classroom
Business Competencies	Management Theories	f 6	Facilities Management	Ron Emery	See Above.	1 day	Classroom
Business Competencies	Management Theories	f 6	Facilities Management	Ron Emery	How to effectively manage facilities. When to build your own organization to support FM. How to outsource FM. When does it pay to outsource and how can you effectively measure its success	1 day	Classroom
Business Competencies	Management Theories	f 6	Global Business Strategies	Tim Leh		1 or 2 days	Classroom
Business Competencies	Management Theories	f 6	Integrated Production Management	Yasser Dessouky		1 day	Classroom
Business Competencies	Management Theories	f 6	International Business in Supply Chain	Tim Leh		1 or 2 days	Classroom
Business Competencies	Management Theories	f 6	Leadership	Irene Marnell		1/2 day	Classroom
Business Competencies	Management Theories	f 6	Leadership	Ron Emery	Leadership principles and how and when they can be applied. Appropriate uses of toolset. How to exhibit leadership techniques to inspire your team. Measurements of success	1 day	Classroom

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Business Competencies	Management Theories	f 6	Leadership Fundamentals	Elizabeth Lions		1-3 days	Both
Business Competencies	Management Theories	f 6	Leadership in Management	Marilyn Gettinger		1-3 days	Both
Business Competencies	Management Theories	f 6	Leadership in Supply Chain Management	Tim Leh		1 or 2 days	Classroom
Business Competencies	Management Theories	f 6	Management vs. Leadership	Ron Emery	Management vs. Leadership assessment of skills required in each. Subject of control. Subject of inspiration. When do you need the proper skills to effectively manage your business.	1 day	Classroom
Business Competencies	Management Theories	f 6	Managing a Diverse Workplace	Marilyn Gettinger		1-3 days	Both
Business Competencies	Management Theories	f 6	Material Requirements Planning	Joe Shedlawski	Thoroughly understand the inputs, outputs, and process of MRP, including gross to net calculation. Understand the Bill of Material and planning lead times and their role in MRP. See how a planner would use MRP in practice, to plan and control production	1 day	Both
Business Competencies	Management Theories	f 6	Materials Management Overview	Marilyn Gettinger	A definition, evolution, and impact of the materials management concept. The cost reduction potential and history of materials management implementation. An overview of the departments involved in materials management: purchasing, inventory, warehousing, receiving, shipping, transportation, planning, logistics. Quality in materials management. Technology and materials management. Materials management as a base for successful supply chain management	1-3 days	Both
Business Competencies	Management Theories	f 6	Moving From Individual Contributor to Leader	Elizabeth Lions		1-3 days	Both
Business Competencies	Management Theories	f 6	Operations Management	Marilyn Gettinger	A definition of operations management. A discussion on core competencies, critical success factors, and business models of various types of organizations, A look at various types of organizations in the manufacturing and service areas. Batch, process, job shop, flow, etc. types of manufacturing. Logistics, supply management, warehousing, and inventory management in operations management. Steps in implementing, evaluating, and managing organizational operations successfully. Best practices and tools for students' workplaces	1-3 days	Both
Business Competencies	Management Theories	f 6	Overview of Continuous Improvement	Henry Garcia		1-3 days	Classroom
Business Competencies	Management Theories	f 6	Principles of Management	Ron Emery	Study of management principles. Effective tools to measure success. Discussion around key attributes of management and how to effectively utilize them. Training for new managers as well as refresher for current managers.	1 day	Classroom
Business Competencies	Management Theories	f 6	Quality Management	Yasser Dessouky		1 day	Classroom
Business Competencies	Management Theories	f 6	Right-Brain Leadership	Edie Raether	Develop a greater self-awareness of how one's behaviors affects others. Gain the ability to better give and receive candid feedback. Explore ways and means of fostering creativity, mutual respect, trust, and open communication in oneself and others. Develop different ways of leading and influencing others beyond the command-and-control style. Explore ways in which intuition can enhance innovation, creativity	1-3 days	Classroom
Business Competencies	Management Theories	f 6	Simulation Modeling & Analysis	Yasser Dessouky		1 day	Classroom
Business Competencies	Management Theories	f 6	Supply Chain Modeling	Yasser Dessouky		1 day	Classroom
Business Competencies	Management Theories	f 6	Total Quality Management	Marilyn Gettinger	A definition and evolution of total quality management. The evolution of quality principles. The gurus of quality and their principles. Quality at the source. Cost of quality or PAF paradigm. Lean and Six Sigma. Statistical Process Control. Perceptions of quality. Acceptable quality level concepts. Supply management and its role in quality. Root cause analysis. Seven tools of quality	1-3 days	Both
Business Competencies	Management Theories	f 6	Visionary Leadership	Elizabeth Lions		1-3 days	Both
Business Competencies	Decision Making	f 7	Effective Decision Making	Mike Kolodisner	Be able to employ the 5 step decision making process. Be able to recognize factors which both undermine and support effective decision making. Be able to employ effective decision making tools such as decision trees, T charts, Pareto analysis, Optimal thinking calculations, Expected value determination, and others. Be able to recognize and deal with risk management issues related to their decisions. Be able to use tools to persuade stakeholders in order to get "buy-in" for their decisions. Be able to employ critical thinking to improve the quality of their decisions. Be able to recognize and avoid factors that lead to ineffective	1 day	Classroom
Business Competencies	Critical, Creative Complete Thinking	f 8	Critical Thinking for Individuals	Barbara Teicher	Define critical thinking. Identify critical thinking strengths and opportunities. Overcome barriers to thinking critically. Understand the RED model of critical thinking. Learn critical questions to be asked in any situation. Utilize tools and techniques for identifying root cause, strategically analyzing complex issues, making effective decisions, and anticipating problems in implementation. Create a plan of action to make tangible, positive impact in your organization	1 day	Classroom

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Business Competencies	Critical, Creative Complete Thinking	f 8	Critical Thinking for Leaders	Barbara Teicher	Define critical thinking. Identify critical thinking strengths and opportunities. Determine how to support and lead your team with coaching, mentoring and leadership, supporting critical thinking skill sets and behaviors. Overcome barriers to thinking critically. Understand the RED model of critical thinking. Learn critical questions to be asked in any situation. Utilize tools and techniques for identifying root cause, strategically analyzing complex issues, making effective decisions, and anticipating problems in implementation. Create a plan of action to make a tangible, positive impact in your organization.	1 day	Classroom
Business Competencies	Critical, Creative Complete Thinking	f 8	Principles and techniques for effective problem solving	Mike Kolodisner	Be able to identify and have tools to deal with roadblocks that hamper effective problem solving. Be able to separate facts and critical issues from non-critical issues for problem solving. Be able to employ the five step problem solving process. Be able to employ tools and techniques to collaborate with others for effective solutions. Be able to identify and deal with consequences and risks of proposed solutions. Be able to implement solutions and identify and correct issues that may undermine effective solution.	1 day	Classroom
Business Competencies	Critical, Creative Complete Thinking	f 8	Putting Your Organization's Whole Brain to Work	Edie Raether	Define and describe the Whole Brain Model based on the HBDI. Examine how thinking preferences affect behaviors in planning, communication and work performance. Explore how the participant's behaviors reflect these styles. Understand how to implement the results of the HBDI profiles. HBDI is the Herrmann Brain Dominance Inventory.	1-3 days	Classroom
Business Competencies	Organizational Behavior	F 9	Dysfunctional Organizations	Ron Emery	How to turn dysfunctionality in your organization into functional practical operations, get rid of the politics within your organization, understand skills necessary to optimize your organization	1 day	Classroom
Business Competencies	Group Dynamics	F10	The Personalities of Conflict, Which One Are You?	Barbara Teicher	Diagnose the real reasons for the conflict. Isolate the personality trait(s) causing issues. Determine the J.E.R.K.S. Create a plan for improving the situation	1 day	Both
Business Competencies	Business Ethics	f11	Ethics	Elizabeth Lions		1-3 days	Both
Business Competencies	Business Ethics	f11	Ethics and Social Responsibility in a Global Environment	Marilyn Gettinger	An understanding of the importance of ethics and social responsibility in the role of purchasing. Information on the various ethics codes that apply to the supply management professional. The impact of ethical behavior in supply management. The eleven principles of social responsibility. Steps in implementing and managing ethical and social responsibilities in today's supply chain initiatives.	1-3 days	Both
Business Competencies	Business Communications	F14	Standing Out With Presentation Skills	Marilyn Gettinger		1-3 days	Both
Business Competencies	Business Communications	f15	Communicate Like a Pro: High Impact Presentation Skills	Edie Raether	Polish your presentation with psychological tools and triggers. Retrain your brain to perfect your power of presence. Develop mental mastery to present with power, pizzazz and impact. Design your "talk" with stories, metaphors, tempo, and emotions	1-3 days	Classroom
Business Competencies	Business Communications	f15	Communication	Marilyn Gettinger		1-3 days	Both
Business Competencies	Business Communications	f15	Effective Communication: Is Anyone Listening	Edie Raether	Overcome blocks and obstacles to being a good listener. Learn to confront the performance, not the person. Develop the art of creative questioning for interactive conversation. Learn listening styles that build trust, rapport and team alignment. Implement the four keys to being an "observant" listener. Develop a system of listening that separate content from feeling.	1-3 days	Classroom
Business Competencies	Business Communications	f15	Facilitation Tools & Techniques	Edie Raether	Discuss how managers and leaders can become facilitators. Learn to jump-start group interdependence. Implement four essential elements of facilitation: Purpose, goals, roles and procedures. Develop strategies to create compromise: How to capitalize on conflict. Implement three crucial processes: Planning, problem solving, tasks.	1-3 days	Classroom
Business Competencies	Business Communications	f15	How to S.P.E.A.K™. Professionally	Barbara Teicher	Define steps for overcoming "The Fear Factor" Recall the steps to S.P.E.A.K. professionally. Demonstrate skills to improve your presentations. Create a "Be Prepared" checklist	1 day	Both
Business Competencies	Business Communications	f15	How to Say NO with Finesse	Barbara Teicher	Define the ultimate reasons for saying "No." Determine when to "take the ball and run" or "play softball and pitch." Weigh the risk. Determine the verbiage to use because It's Not Just What You Say, "It's HOW You Say It.®"	1 day	Both
Business Competencies	Business Communications	f15	How to Write Marketing Copy that Converts	Edie Raether	Learn the psychology of words that work and action verbs. Create a virtual experience: Inject emotion and ownership. Design and develop impact with the online culture. Integrate a call to action	1-3 days	Classroom
Business Competencies	Business Communications	f15	It's HOW You Say It®	Barbara Teicher	Diagnose the situations/people where a level of discomfort exists and why. Recognize the reasons for disconnects in conversations and relationships. Confirm your perception is their reality with the 6 steps in the "It's HOW You Say It®" principle. Learn how to make a V.A.S.T. difference with each encounter	1 day	Classroom
Business Competencies	Business Communications	f15	Those Difficult Conversations	Marilyn Gettinger		1-3 days	Both
Business Competencies	Adult Learning	f16	Career Management	Elizabeth Lions		1-3 days	Both
Business Competencies	Adult Learning	f16	Creating Your Own Personal Advisory Board	Matt Werder		1 day	Both
Business Competencies	Adult Learning	f16	Creativity on Demand: From the No-Drift to the Idea Zone	Edie Raether	Learn the seven steps to making your team an idea generator. Learn to overcome process paralysis. Develop strategies to move from dissonance to resolution. Practical creativity for problem solving and conflict resolution	1-3 days	Classroom

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Business Competencies	Adult Learning	f16	How to BE the Person You Want Others to Think You ARE	Barbara Teicher	Acknowledge the areas where you are isn't quite who you want to be. Define "The 5 Steps" to making a difference. Determine which steps can change your legacy. Write the first page in your "Book of Life"	1 day	Classroom
Business Competencies	Adult Learning	f16	Learning Dynamics for Instructors (APICS)	Joe Shedlawski	Examine the dynamics of the classroom and techniques to maximize learning, building upon the foundation developed in the prerequisite Train the Trainer (TTT) course. Gain a better understanding of learning principles and styles; discover how to select appropriate training methods, enhance listening and questioning skills, and handle challenging situations. Practice impromptu speaking and self analysis.	2 days	Classroom
Business Competencies	Adult Learning	f16	Taming the Everyday Tiger: Creating Calm from Chaos	Edie Raether	Learn to be proactive rather than reactive to conflict and crisis. Develop skills in conflict resolution: Don't just cope, change it. Develop time and energy management skills. Discuss the power of perception and perspective. Learn coping strategies and stress management	1-3 days	Classroom
Business Competencies	Adult Learning	f16	Train the Trainer (APICS)	Joe Shedlawski	Prepare adult professionals to teach training and development courses. Review 10 lesson plans for instructors with a successful and workable methodology that can be applied to teaching any subject. Consider learning styles, communication styles, and motivation in the development and execution of an effective presentation or course.	2 days	Classroom
Business Competencies	Adult Learning	f16	Unstoppable Influence: The DNA of Persuasion	Edie Raether	Learn to implement the four cornerstones of empowerment. Discuss the differences of influence, persuasion and negotiation. Implementing outcomes by design, not by default. Master the art and science of influence for transformational leadership. Learn maneuvers and methods to escape the velvet prison.	1-3 days	Classroom
Business Competencies	Adult Learning	f16	Workplace Bullying	Edie Raether	Increase the awareness of all staff and supervisors on the destructive repercussions of bullying, aggression and violence. Implement a self-sustaining system of transparency and enforced policies and procedures. Identify types of anger and manage aggressive behavior. Learn specific action plans and strategies to resolve issues and challenging behaviors. Develop a climate of civility and respect. See it	1-3 days	Classroom
Business Competencies	Coaching & Team Building	f17	Situational Leadership	Elizabeth Lions		1-3 days	Both
Business Competencies	Team Building	f17	Generational Differences in Cross-Functional Teams	Henry Garcia		1-3 days	Classroom
Business Competencies	Team Building	f17	Leadership & Team Building Mastery (1/2 or full day)	Eldonna Fernandez		1 day	Classroom
CPIM	Strategic Thinking & Leadership	f18	Emotional Intelligence	Elizabeth Lions		1-3 days	Both
CPIM			Certificate Preparation Coursework (APICS, ISM, ASQ)	Patrick Lynch	Various BOK topics covering all of the CPIM, ISM and ASQ principals, built into self-study exam I created for students	1 day	Classroom
CPIM			CPIM - Certified Production & Inventory Management Review (5 Total Modules)	Patrick Woods		5 days	Both
CPIM			Culture Preparation (Lean, Buyer/Planner Transitions, Kaizen)	Patrick Lynch	Paradigm shift exercises to prepare finance, purchasing and operations for a drastic change in metrics and processes (LEAN)	1 day	Classroom
CPIM			Detailed Kanban implementation, Kaizen and Supplier Agreements	Patrick Lynch	Detail transition plans including cultural transition perspectives internally and externally. Students learned how to migrate from MRP to a pull system, including supplier agreements, bin sizing and cycle counting, as well as self-audits to assure proper execution of system	1 day	Classroom
CPIM			Negotiations	Patrick Lynch	"Nahabit" style and Karrass negotiation techniques to negate/refuse supplier price increase notices	1 day	Classroom
CPIM			Planning	Patrick Lynch	4 modules aimed at certification preparation (CPIM). The successful student will master the content to demonstrate proficiency in S&OP, inventory management, shop floor controls, inventory valuation and control.	1 day	Classroom
CPIM			Project Management (Microsoft Project, and ProChain)	Patrick Lynch	Lean Project management, focusing on remaining task duration and buffer consumption as a measure of project timeliness and critical path analysis	1 day	Classroom
CPIM			Purchasing	Patrick Lynch	Legal aspects, process, commercial compliance, SOX and negotiations	1 day	Classroom
CPSD			Strategic Sourcing	Patrick Lynch	e-auction, sourcing strategies,	1 day	Classroom
CPSM			CPSD Training	Suzanne Sellers		2 days	Classroom
CPSM			CPSM - Certified Professional In Supply Management Review (3 Total Modules)	Patrick Woods		3 days	Both
CPSM			CPSM 1 - Foundations of Supply Management	Andrew Kwok	This course prepares participants with the knowledge to pass Exam #1 of the Certified Professional in Supply Management Program offered by the Institute for Supply Management. The course covers contracting and negotiation, cost and finance, international business, social responsibility, sourcing, and supplier relationship management. Each of these areas is essential to establishing a solid foundation for strategic supply chain management	1-3 days	Classroom
CPSM			CPSM 1 - Foundations of Supply Management	Tim Leh		1 day	Classroom

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CPSM		CPSM 2 - Effective Supply Management Performance	Andrew Kwok	This course prepares the participant to pass Exam #2 of the Certified Professional in Supply Management Program offered by the Institute of Supply Management. The course covers forecasting, logistics, materials and inventory management, organization assessment, planning, product development, project management, and quality. Each of these areas enables effective management of the supply chain in order to maximize customer value.	1-3 days	Classroom
CPSM		CPSM 2 - Effective Supply Management Performance	Tim Leh		1 day	Classroom
CPSM		CPSM 3 - Leadership in Supply Management	Andrew Kwok	This course prepares the participant to pass Exam #3 of the Certified Professional In Supply Management offered by the Institute of Supply Management. This course covers leadership, risk and compliance, and strategic sourcing. These topics are covered in-depth and are critical to making supply chain management a strategic part of any organization's business operations.	1-3 days	Classroom
CPSM		CPSM 3 - Leadership in Supply Management	Tim Leh		1 or 2	Classroom
CPSM		CPSM Certification Exam Prep	Ken Jones		1-3 days	Classroom
CPSM		CPSM Certification Training	Irene Marnell		4-5 days	Classroom
CPSM		CPSM Exam Review	Henry Garcia		1-3 days	Classroom
Lean		CPSM Training	Suzanne Sellers		2 days	Classroom
Lean		Fundamentals Of Six Sigma	Patrick Woods		1 day	Classroom
Lean		How To Achieve A Lean Enterprise	Patrick Woods		1 day	Classroom
Lean		Introduction to Lean	Matt Werder		1 day	Classroom
Lean		Kaizen	Tom DePaoli, PhD		1-3 days	Classroom
Lean		Lean	Yasser Dessouky		1 day	Classroom
Lean		Lean and Agile Supply Chain Management	LeRoy Graw	Explain how supply chain managers establish and manage Manufacturing and Supply Chain Strategy. Describe Lean Manufacturing and Supply Chain Strategy and explain why it is such an important Supply Chain Strategy. Explain the Benefits/Cost of Lean and methods of implementation (Kanban, JIT, etc). Describe Agile Manufacturing and Supply Chain Strategy and explain why it is such an important Supply Chain Strategy. Explain the Benefits/Cost of Agile and methods of implementation (SCRUM, DSDM, XP). Describe Agile Project Management and explain why it is such an important Supply Chain Strategy. Explain the Benefits/Cost of Agile Project Management and methods of implementation.	24 hours	Classroom
Lean		Lean Principles and Application	Marilyn Gettinger	A definition of lean principles, their evolution, and their impact on today's workplace. The framework for lean analysis. The language of lean – value, value stream mapping, flow, pull, and perfection. Lean symbols. Practices in value stream mapping, SIPOC analysis. Lean and supply management and supply chain management. Steps in lean implementation.	1-3 days	Both
Lean		Lean Six Sigma	Tom DePaoli, PhD		1-3 days	Classroom
Lean		Lean Six Sigma Green Belt for Supply Chain Professionals	Gurpreet Singh		3.5 days	Classroom
		Lean Six Sigma Yellow Belt for Supply Chain Professionals	Gurpreet Singh		2 days	Classroom