



### Procurement and Vendor Management Workshop

March 9 – 13, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 14– 18, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

**Format:** In-person, virtual, or hybrid

**Workshop fee:** **Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### Program overview:

This comprehensive training program is designed to equip professionals with the essential skills and strategies required to manage procurement processes and vendor relationships effectively. The course focuses on the entire procurement lifecycle—from sourcing and supplier selection to contract negotiation, performance evaluation, and risk mitigation. Participants will gain a practical understanding of best practices, regulatory compliance, cost control, and sustainable procurement strategies.

#### For Whom:

This program is designed for Procurement Officers and Purchasing Managers, Supply Chain and Logistics Professionals, Vendor and Contract Managers, Project Managers and Business Analysts. Anyone involved in supplier management or procurement decision-making will benefit from this program.

#### Learning Objectives:

At the end of the program, participants will be able to:

- understand the principles, roles, and strategic importance of procurement and vendor management;
- develop and implement effective procurement strategies;
- select and manage vendors to ensure quality and performance;
- negotiate contracts that align with organizational goals;
- Learn methods for building strong supplier relationships;
- monitor supplier performance and manage risks proactively; and
- apply ethical and sustainable practices in procurement processes.

#### Course Outline:

#### Day 1: Foundations of Procurement and Vendor Management

##### Introduction to Procurement

- Definition, objectives, and importance
- The procurement cycles
- Procurement vs. purchasing

##### Overview of Vendor Management

- Role of vendors in the supply chain
- Types of vendor relationships (strategic vs. transactional)

##### Strategic Procurement and Value Creation

- Aligning procurement with organizational goals
- Total cost of ownership (TCO)
- Spend analysis basics

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- **Group discussion:** Common procurement challenges

## Day 2: Strategic Sourcing and Vendor Selection

### Strategic Sourcing Process

- Steps in sourcing
- Market analysis and supplier research

### Supplier Prequalification and Evaluation Criteria

- RFI, RFQ, RFP processes
- Key criteria: cost, quality, capacity, compliance

### Vendor Selection Techniques

- Weighted scoring models
- SWOT analysis of suppliers
- **Class Activity:** Design a supplier evaluation matrix

## Day 3: Contract Management and Negotiation

### Basics of Procurement Contracts

- Types of contracts (fixed-price, cost-plus, framework)
- Key clauses and risk areas

### Negotiation Strategies and Tactics

- Preparation and planning
- Win-win negotiation techniques
- Handling difficult negotiations

### Contract Lifecycle Management

- Post-award activities
- Monitoring compliance and changes
- **Role-play:** Supplier negotiation simulation

## Day 4: Vendor Performance and Relationship Management

### Vendor Performance Management

- KPIs and scorecards
- Service level agreements (SLAs)

### Supplier Relationship Management (SRM)

- Collaborative partnerships vs. competitive sourcing
- Conflict resolution and communication

### Risk Management in Procurement

- Identifying supplier risks
- Mitigation strategies and contingency planning
- **Case study:** Resolving supplier performance issues

## Day 5: Technology, Ethics, and Sustainability in Procurement

### E-Procurement and Digital Tools

- Procurement automation platforms
- Benefits and implementation challenges

### Ethical and Sustainable Procurement

- Code of conduct and supplier ethics
- Green procurement and social responsibility
- Developing an individual improvement plan

## Training Methodology

- Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250

Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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