

## Purchasing negotiation - Level 1



ACH-31 3 Days (21 Hours)

### Description

This training course answers all questions relating to the 'method' and 'tools' of purchase negotiation. Through training, it will above all help you discover simple and proven techniques for adopting the posture that makes a good buyer an excellent negotiator. Mastering the fundamentals of communication is a key to success, efficiency the ultimate goal.

### Who is this training for ?

#### For whom

Buyer, purchase negotiator. Product manager. Purchasing manager. Experienced purchasing assistant and buyer help.

#### Prerequisites

None.

### Training objectives

- Prepare and conduct the purchasing negotiation interview
- Acquire and practice a safe and proven method to achieve your objectives, particularly reducing purchasing costs
- Adopt the postures of efficient professional buyers
- Be more comfortable dealing with an experienced salesperson while respecting ethics

### Training program

Préparer sa négociation d'achats

- Anticipate your negotiations at each stage of the purchasing process.
- Target your objectives.
- Organize the points to negotiate.
- Evaluate the report of buyer/seller strength and the issue.
- Refine your strategies.
- Scenario Practical workshop: analyze the negotiation stages and the purchasing process.

#### Utiliser les outils du négociateur achats

- The clausier.
- The purchasing argument.
- The objectives and limits matrix.
- The negotiation grid.
- Scenario Practical workshop: confronting your negotiation grid.

#### Utiliser les techniques du négociateur achats

- The questioning.
- The reformulation.
- Concessions - Counterparties.
- The interview report.
- The 7 golden rules of the purchasing negotiator.
- Scenario training: use the techniques on micro-cases.

#### Démarrer efficacement l'entretien

- Assert your position as a purchasing negotiator vis-à-vis internal contacts.
- Manage the balance of power.
- Create a climate conducive to achieving the objectives.
- Manage detachment and anticipation when dealing with the seller.
- Dose your resources.
- Scenario scenarios: carry out filmed negotiation interviews.

#### Mener et conclure favorablement écouter de manière active.

- Know how to resist and concede at the right time.
- Practice empathy and assertiveness.
- Remain structured and creative.
- Take time to save time.
- Know when to stop.
- Share the future with the supplier.
- Scenarios: carry out tests. interviews with cross-feedback.

#### Certification évaluation des compétences à certifier via un questionnaire en ligne intégrant des mises en situation (40 minutes).

- To learn more about remote activities A training module 'Practice active listening'.