

Purchasing

HOUSTON

CONDUCTED BY KEN ROWE, "A PURCHASING ICON"
- WITH AUTHORITATIVE KNOWLEDGE

ESSENTIALS OF PURCHASING® **JANUARY 4-5, 2010**

The premier "how to" seminar for new buyers and others who need to know and use the most effective purchasing techniques and approaches.

COST-PRICE ANALYSISSM **JANUARY 6-7, 2010**

Master the knowledge and skills to confidently and reliably conduct cost-price analysis.

IMPROVING NEGOTIATING SKILLSSM **FEBRUARY 8-9, 2010**

"Learn by doing" with an experienced purchasing negotiator who will show you techniques guaranteed to bring immediate results.

HOW TO PURCHASE SERVICESSM **FEBRUARY 10-11, 2010**

Find the right service suppliers, develop and negotiate service contracts, measure service performance, and evaluate competitive service costs.

Register Today!

www.uhcl.edu/camp

University of Houston  Clear Lake
Center for Advanced Management Programs
School of Business



You can have these outstanding programs conducted on-site at your location.
Call: 281.283.3122 for more information

For Your Professional Purchasing Career Nothing But the Best!

You want to give your purchasing career the very best chance to maximize your opportunities with “real world” purchasing training. That’s why the University of Houston-Clear Lake, Center for Advanced Management Programs (CAMP) offers nine two-day award winning purchasing seminars.

CAMP’s Best Seminars deliver more new insights into purchasing strategies and techniques such as a 9-step checklist for selecting new products, developing a supplier rating system, best practice guidelines for drafting contracts, do’s and don’ts of negotiations, cost breakdown approach to control elements in service purchasing, and much more.

You’ll love these seminars because they will exceed your expectations. They are also 100% guaranteed. If you are not satisfied with a seminar, let us know and we’ll refund your registration fee.

The nine very best purchasing seminars include:

- Essentials of Purchasing®
- Improving Negotiating SkillsSM
- The Legal Aspects of PurchasingSM
- Contract Writing: How to Lay the Foundation for Agreements that WorkSM
- Improving Purchasing Performance: Developing New Skills for a Changing ProfessionSM
- Advanced Purchasing StrategiesSM
- How to Purchase ServicesSM
- Cost-Price AnalysisSM
- E-Commerce: The Supply Chain Super ToolSM

You may earn the University of Houston-Clear Lake’s Certificate in Purchasing/Supply Chain Management by taking six of the nine courses.

Better insights. Best Purchasing Know-How. Better Seminars.

For more information, call Kathy at 281.283.3133 or Teresa at 281.283.3121 or go to www.uhcl.edu/camp.

Here’s what you’ll get from these nationally acclaimed Purchasing Workshops approved by ISM – Institute for Supply Management

- An extraordinary workshop leader with more than 28 years of experience, in-depth knowledge of the purchasing functions and a rare gift for teaching.
- Real world examples, case studies and experiential exercises that provide you with insights and up-to-the-minute information on purchasing trends.
- A workshop manual that includes all the materials covered in the course plus more details for improving your purchasing skills.
- Two, four, six or eight days of training designed to meet the career needs of purchasing professionals.
- A group savings of \$100 per person for each additional attendee registered for the same seminar from the same organization.
- Opportunities to maximize one-on-one instructor contact.
- Continuing Education Units (CEUs) of 1.4, or CPEs of 14 hours per seminar, at no additional cost.
- Attractive Certificate of Completion, perfect for framing, available to participants who successfully complete the course.
- Complimentary breakfast pastries, coffee, lunch and refreshment breaks.
- Substantive savings when you choose to have our workshops on-site.

Let our world class instructor, Ken Rowe, help elevate your purchasing career.

You just won’t find a more knowledgeable, more believable or for that matter, a more likeable mentor than Ken Rowe to help you with your purchasing career. That’s because Ken has worn the same shoes you have on now. Some 30 years ago, he too was a purchasing professional, and remembers full well all of the uncertainties buyers face at one time or another. Ken went on to build a career as a national and international trainer and consultant. For over 28 years, he and his associates have trained more than 50,000 buyers and consulted with more than 400 companies worldwide. He is always up-to-the-minute on purchasing trends and techniques that influence productivity and performance. In short, Ken knows his stuff, and has a rare gift for getting it across to you in a way you’ll like.

His firm, Rowe Associates Inc., specializes in purchasing and supply chain management. Rowe Associates Inc. has developed and implemented a wide range of purchasing tools for measuring, identifying and controlling key factors that determine a supplier’s ability to compete within marketplace constraints. Ken Rowe’s Purchasing Operations Review™ has been a key solution for the purchasing needs of many of the firm’s clients.

THE VERY BEST PURCHASING SEMINARS!

Essentials of Purchasing®

January 4-5, 2010

No vague, abstract theories here – just solid, put-it-to-use material based on vast experience and proven methods. **This systematic and well organized seminar has repeatedly received the highest praise from the best judges of all, hands-on purchasing professionals. You'll find the answers you need in just two days at this seminar – getting the best deals from suppliers, developing and maintaining a competent supplier base, understanding the supply chain concept, implementation of the procurement card, winning at negotiations every time, inventory valuation techniques, the most important things to know about the legal side of purchasing, measuring supplier performance, and much more!**

No prerequisite required.

Comprehensive Outline

The Changing Role of the Purchasing Function

- How purchasing fits in your company
- The supply chain concept
- Managing customer relations
- Purchasing's financial impact on your company
- Effective purchasing processes

The Concept of Commodity Management

- The value in using commodity management
- How to establish and use a commodity program at your company
- Pareto's Law and ABC Analysis

Purchasing Capital Equipment

- Elements of the capital purchases process
- Key questions to ask suppliers of capital equipment
- Controlling capital purchases
- Lease vs. buy – the implications

How to Handle Maintenance Repair and Operating (MRO) Purchases

- Getting a handle on this high transaction driven area
- The systems contract – one option
- The procurement card – is it for your company?
- Under \$100 purchase approach – a reasonable alternative
- Integrated supply contracts

E-Commerce and Purchasing

- The increasing impact it has on the buyers' job
- Sorting out the tools that have real value
- Web sites – which ones are of value – which ones should you use?
- Dealing with your internal clients
- How to manage your internal clients
- How to manage the supply base with this new tool
- On-line auctions

Selection of Suppliers

- Four steps to improve supplier selection
- The impact financial analysis has on avoiding substandard suppliers
- Supplier reduction – the continuous process
- How to manage supplier relations

What is the Price of Quality?

- Purchasing's responsibility for quality
- A buyer quality procurement plan
- Improving supplier quality and reducing cost

Legal Aspects of Purchasing

- What is the Uniform Commercial Code (UCC)?
- Understanding the elements of a contract
- Who has authority?
- All about warranties
- F.O.B. – title
- Legal considerations
- When to get legal help

E-Commerce and UCITA

- Understanding the Uniform Computer Information Transactions Act (UCITA)
- What are the laws you need to know?
- What UCITA covers
- How to deal with e-commerce

Understanding the Elements of Price

- The components of price
- Applying learning curve theory
- How to avoid a price increase

The Business Contract

- Key elements of a business contract
- Some important factors to consider
- How it can be an asset to every buyer

Who Should Attend:

- Associate buyers/buyers
- Nontraditional buyers
- Production and inventory control personnel
- Transportation, distribution, and nonpurchasing executives
- Managers responsible for the purchasing function
- Engineers and managers with a purchasing-supplier interface
- IT professionals involved in purchasing

Benefits

You'll learn:

- New ways to streamline the purchasing process
- How to put the supply chain to work for your organization
- Ways of using cost and price analysis to determine the best deal
- Why integrated suppliers must be a part of your plan
- The four best techniques of negotiation
- Dealing with E-commerce – technology on the move
- The impact that the Uniform Computer Information Transactions Act (UCITA) has on your contracts
- How to determine if the procurement card is for your company

Value Analysis for Buyers

- What is value analysis?
- How to apply V-A techniques
- Some examples of V-A in your company
- A supplier V-A program

Improving Your Negotiation Skills

- The four key steps to successful negotiations
- Using the Time Information Power (TIP) principle
- Successful negotiation behavior
- Discovering the most powerful buyer negotiation tool

A Simple Approach to Measuring Supplier Performance

- Why supplier rating systems fail
- What supplier rating systems should be
- How to determine what to measure
- Developing a supplier rating system

Ethics in Purchasing

- Gifts and gratuities
- Meals and entertainment
- Confidential information
- What not to tell your suppliers

This course satisfies one of the requirements for the UHCL/CAMP program for a Certificate in Federal Acquisition & Contracting.

Cost-Price AnalysisSM

January 6-7, 2010

The pressure for performance on buyers who have the responsibility for the purchase of goods and services is greater today than at any other time. As companies struggle with the rapid shift in technology and markets, purchasing professionals are finding themselves needing new and better skills, a better understanding of the cost structure of new and existing products and services, and the ability to deal with new and different supplier technology. In the midst of this, they find management is asking them to reduce costs as never before, and view them as a cost center. The burden on purchasing professionals is to find effective ways for reducing costs and above all, play a key role as a profit center. Purchasing professionals, as cost-price analysts, will successfully lead their organization through continuing turbulent times.

No prerequisite required. Please bring a handheld calculator to class.

Workshop Outline

Traditional Buying Methods

- Quotations
- Bidding
- Competition
- Price comparison techniques

Deficiencies in Supplier Pricing Practices

- Determinants of Cost and Price
- Opportunities to explore supplier pricing practices
- Set-up costs
- Fixed and Variable costs
- Indexing

Competitive Pricing and Pricing Theory

- Items that affect pricing practices
- The marketplace
- What affects price
- How suppliers establish their price

Estimating Techniques

- Material costing
- Where to get cost data
- Direct and indirect labor
- Administrative expenses
- Setting profit levels

Analysis of Direct and Indirect Costs

- The learning curve
- Unit cost analysis
- Exercise: Cost case

Dissecting Financial Statements

- Looking at key ratios

Zero Base Pricing

- Specifications – A key driver
- When to use this concept
- Where can this approach be used
- How to employ zero based pricing
- Some results you can expect
- Some tools to help the buyer

Future Costing

- What it is and when to use it
- Requirements for its use in the Request for Quote (RFQ)

Product Life Cycle

- Why this concept affects the buyer
- Life cycle analysis
- Purchasing strategy using this approach

“Instructor is very knowledgeable, experienced and advocates realistic real world solutions/approaches to problems.”

**— Mike Polkinhorn, Purchasing Agent
Head Start of Greater Dallas, Inc.**

Who Should Attend

- Purchasing and Supply Managers
- Buyers looking to gain a deeper insight into cost and price analysis
- Managers responsible for the purchasing function
- IT professionals involved in purchasing

Benefits

Participants Will Learn

- How uncovering deficiencies in supplier pricing practices can produce significant cost savings
- What are the key cost drivers and how to use cost drivers in negotiations
- Three new approaches to use cost drivers in negotiations
- Three new approaches to use in looking at cost-price
- How knowledge of direct and indirect costs can uncover major cost savings opportunities
- Ways to use the internet to identify hidden costs

These courses provide 14 ISM hours of continuing education credit that can be applied to the Certified Purchasing Manager (C.P.M.) recertification or the Accredited Purchasing Practitioner (A.P.P.) reaccreditation.

Every course in this brochure may be applied toward UHCL/CAMP Certificate in Purchasing/Supply Chain Management

Register Today!

Online at: www.uhcl.edu/camp or call 281.283.3133 or 281.283.3121

Improving Negotiating SkillsSM

February 8-9, 2010

Today, more than ever, those in the purchasing operations and other key people charged with the responsibility of investing their company's money must be knowledgeable about ways to maximize these investments. **Management is placing increasing demands on buyers to purchase goods and services in a cost effective manner.** In fact, they see this function as the area of greatest profit contribution. One clear-cut way of achieving these goals is to discover ways that will help you to improve your negotiation skills. **You can "learn by doing" with an experienced purchasing negotiator who will show you techniques guaranteed to bring immediate results.**

No prerequisite required. Please bring a handheld calculator to class.

Workshop Agenda

Definition of Negotiation

- The primary components of all negotiations
- Defining the need
- Goal aspiration
- Assessing expectations
- Attitudes and motivation

Identifying Negotiation Style

- The 5 major styles of negotiation
- Identifying your style
- How styles interact
- How to adjust your negotiation style – change agent

Pre-Negotiation Planning

- Establishing your needs
- Determining the options
- Getting the facts
- Finding out the needs of the seller
- Identifying what a trading card is

Effective Communications

- What is communication?
- How to be a good listener
- Ways to communicate more effectively
- Interpreting non-verbal behavior
- Listening exercise

Using Cost-Price Analysis as an Asset

- How to determine costs
- Negotiating profits
- Getting more facts before negotiations begin

Who to Negotiate With

- Use of strategy and techniques
- How to succeed

Using Conflict Creatively

- Dealing with conflict
- Learning to assert yourself
- Helping the opposition solve "their" problem

Self-Assessment of Negotiations

- Measuring your effectiveness
- Observing your own style
- Critiquing your style
- Enhancing your style

Negotiating Exercise

NOTE: The use of video tapes and role play practice are crucial elements in this seminar. Each participant will be extensively involved in developing, practicing, and analyzing their negotiation skills, strategies and techniques.

Who Should Attend:

- Purchasing managers and purchasing agents
- Buyers and senior buyers
- Directors of purchasing
- All management personnel with functional responsibility for the purchase of goods and services at their company
- IT professionals involved in purchasing

Benefits

In this course, you'll learn:

- Key ingredients of successful negotiations
- How to solve problems before the negotiations
- Ways to identify the do's and don'ts of negotiations
- How time, information and power can influence the outcome
- How to achieve a "win-win" outcome

This course satisfies one of the requirements for the UHCL/CAMP program for a Certificate in Federal Acquisition & Contracting.

JUST ADD ONE SEMINAR FOR A \$100 SAVINGS

"Although companies have set processes, with this seminar you have the tools to make a difference."

– Angelica Carrasco, Commodity Manager, Stoneridge

Contact CAMP at

281.283.3133 or 281.283.3121 for admission requirements and full curriculum details about the Certificate in Purchasing/Supply Chain Management

How to Purchase ServicesSM

February 10-11, 2010

Here is your chance to participate in the seminar that zeros in on how to purchase services with the same confidence as purchasing “hard goods.” You need to learn how to find the right service supplier and pin down what you are getting and for how much. Traditional approaches to purchasing tangible items just don’t work when purchasing services. The purchasing of services is unique and requires nontraditional thinking and new approaches.

This program teaches you the skills you need to negotiate the best contract, reduce and control costs, maximize and ensure the quality of purchased services, and scrutinize supplier performance. Based on a highly successful program developed by **Rowe Associates Inc.** for purchasing professionals, the seminar features an interactive learning environment, presents proven techniques for developing the ultimate in service contracts, and provides approaches to monitoring service quality and supplier performance.

No prerequisite required. Please bring a handheld calculator to class.

Comprehensive Outline

What a Service Supplier Is – and Is Not

- Critical differences between service suppliers
- Important areas of service you need to consider
- Key considerations in the service sector
- Dealing with a single source — the norm for service suppliers

Where to Look for the Right Service Supplier

- Identifying when you need a “service”
- Documenting your needs
- Useful resources for finding the best service suppliers
- Precautions to remember when the supplier is a small business

Developing a Service Supplier Selection Process

- The “make vs. buy” process in the service arena
- Who should select the supplier
- Four foolproof stages of service supplier selection
- Ten ways to save dramatically on equipment service

The Contract Development Process

- Understanding critical legal aspects of service contracts
- What to include in your contract to protect you
- Contract enforcement: Controlling the cost of monitoring
- Key contract areas to avoid

The Statement of Work

- What to include in your Request for Quotation (RFQ)
- Defining “Statement of Work”
- Making the statement meaningful and workable

Perhaps you have had the opportunity to attend one of Ken Rowe’s seminars. If you did, you know the kind of authoritative knowledge he has and is very willing to share. Knowledge is power...keep acquiring it and you’ll be amazed at the results you’ll see in your purchasing career.

In this fragile economy purchasing knowledge is power. That is why these informative seminars are great opportunities to boost your purchasing skills.

Who Should Attend

- Purchasing professionals who buy services
- Associate buyers, buyers and senior buyers who have no formal training in purchasing services
- Managers who work in the “Service Sector”
- Managers responsible for overseeing the purchasing function
- IT professionals involved in purchasing

Benefits

In this course, you will

- Develop an understanding of the legal aspects of service contracts
- Learn how to successfully measure supplier performance
- Find out how to use the cost-breakdown approach to control elements in service purchasing
- Discover everything you need to find the best service suppliers
- Learn how to deal with single sources
- Discover straightforward methods of wording “Statement of Work”

Plus much, much more.

Controlling Cost Elements in Service Purchasing

- Using the cost-breakdown approach
- Consultants as resources
- Elements of cost in key service industries
- Insider approaches for different services

Measuring Service Supplier Performance

- Concrete approaches to supplier rating
- Pivotal elements of the best service supplier rating systems
- Requisitioner rating: A major factor in successful service

Negotiating Your Service Contracts

- Mastering the four steps to success
- Creating a win/win contract
- Negotiating price — without calling it “price”

Your Open Forum Problem-Solving Session

- Bring your service supplier contract forms, questions, and problems for an in-class review and analysis



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PSCM Certificate Program at-a-glance

Having the University of Houston-Clear Lake's Purchasing/Supply Chain Management Certificate insures you and prospective employers that you have validated your purchasing skills by successfully completing a series of tests, tests that will gauge your professional competency.

You may have up to 3 years to complete all the program requirements, after which you'll receive an official certificate from UHCL. The program requires 84 hours of classroom instruction. It can be completed in as little as 6 months. The Institute for Supply Management (ISM) approves all CAMP's Signature Programs for Purchasing Professionals – The Executive Series.

CONDUCTED BY KEN ROWE, "A PURCHASING ICON"

- KNOWLEDGE IS POWER...KEEP ACQUIRING IT!

EXECUTIVE EDUCATION SERIES

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