



ArcBlue Training

Course descriptions and registration details

Confidential

ArcBlue Training

Existing suite of courses, register now!

Contract Management Essentials (2 x half days) A workshop that looks at the various methodologies, theories and techniques that assist in managing contracts in procurement.	4 + 5 Nov 9 – 12.30	Click here for this course Eventbrite link
Procurement Essentials (2 x half days) This practical and interactive training course is designed to introduce essential elements of the procurement process together with basic tools and techniques.	11 + 12 Nov 9 – 12.30	Click here for this course Eventbrite link
Specification Writing (2 x half days) An interactive workshop, designed to develop skills in specification writing and the confidence to apply those skills.	18 + 19 Nov 9 – 12.30	Click here for this course Eventbrite link
AS4000 - Designing & Managing Construction Contracts (2 x half days) This course examines and addresses the administration of AS 4000 contracts in a local government environment to enable staff to select the best type of contract to meet their needs.	9 + 10 Dec 9 – 12.30	Click here for this course Eventbrite link
Social and Sustainable Procurement (2 x half days) This workshop covers how to effectively incorporate social, local economic and environmental objectives and corporate social responsibility into procurement practice, as part of a triple bottom line approach.	10 + 11 Dec 9 – 12.30	Click here for this course Eventbrite link

*Note – dates are subject to change, see Eventbrite link for most up to date listings



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Course	Date / time	More details & register here
Negotiation Essentials (2 x half days) This workshop is aimed at participants who are involved in negotiations and need an introduction to the skills and process in commercial negotiation.	TBC	Register your interest here
Probity and Risk Management in Procurement (2 x half days) This workshop defines probity, probity risks, probity in the Procurement Lifecycle and probity requirements.	TBC	Register your interest here
Contract Management Advanced (4 x half days) This course equips participants with a set of tools and techniques to manage service providers' performance to deliver optimum value to their organisation. Participants will gain a better understanding of the key aspects of managing contracts, and obtain better performance and relationships with contractors and suppliers.	TBC	Register your interest here
Category Management (2 x half days) This workshop is designed to develop skills in understanding the relationship between category management and procurement and how to best apply the tools and techniques discussed.	TBC	Register your interest here

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Contract Law Essentials (2 x half days) This introductory course is ideal for those new to procurement or those who are seeking to gain a knowledge of contract law - one of the most important areas of procurement.	TBC	Register your interest here
Contract Law Advanced (4 x half days) This advanced workshop involves an in-depth examination of managerial decision making and legal issues surrounding contracting in the commercial space.	TBC	Register your interest here
Effective Spend Analysis and Savings Generation (2 x half days) This workshop introduces participants to the key concepts & data sources of spend analysis, and how to use this information to generate savings and other insights.	TBC	Register your interest here
Leadership in Procurement (2 x half days) This workshop explores the different aspects, models and styles of leadership, with a specific focus on leadership issues within the Procurement function.	TBC	Register your interest here



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Project Management Principles (4 x half days) This workshop helps participants to understand the benefits of good practice project management in procurement. It covers the key principles of project management, in order to set a project up for success whilst setting and measuring goals and milestones.	TBC	Register your interest here
Preventing Fraud and Corruption Program (1 x half-day) This workshop introduces participants to the concept of fraud and corruption (as it relates to procurement), understand and recognise the behavioural drivers of fraud and corruption. Participants will be able to analyse and assess, develop processes and systems, and implement strategies to prevent fraud and corruption within public sector procurement.	TBC	Register your interest here
Negotiation Advanced (4 x half days) A interactive program designed to develop skills in negotiation and to improve the confidence to apply those skills. Participants will gain a deep understanding of the phase of negotiation and will be given opportunities to practice these through video role-plays. They will receive one to one feedback on their skills.	TBC	Register your interest here



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Supplier Relationship Management (4 x half days) An interactive program is designed to give participants strategies and techniques to successfully manage supplier relationships and contracts.	TBC	Register your interest here



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