


# IBEForum

International Business & Economic Forum



**LIVE**  **VIRTUAL TRAINING**

# Certified

International Procurement Professional (CIPP)™



IBEForuM Trainer

25<sup>th</sup>-, 26<sup>th</sup> and 27<sup>th</sup> June, 2024

Idioma do Curso | PORTUGUÊS

## TRAINER PROFILE



## IBEForuM Trainer

Methodical | Organized | Ethical | Dynamic | Available | Efficient Curious | Proactive | Resilient

Metódico | Organizado | Ético | Dinâmico | Disponível | Eficiente Curioso | Proativo | Resiliente

### PROFESSIONAL SKILLS

Team Player | Ethics | Performance | Focus on Results | Negotiation | Motivator High Ability to Speak in Public | Management | Coordination & Team Leadership Training | Purchasing | Logistics | Procurement | "Doer"  
(Experience in business, service and industrial environments)

### ACADEMIC QUALIFICATIONS

2004 / Minho's University | MSc in Industrial Engineering – Logistics & Distribution (incompl.)  
1999 / ISMAI | Degree in Management & IT  
1994 / ISTECS | Bachelor in Computer Science

### (Most Relevant) COMPLEMENTARY TRAINING

2001 / 2006 / 2010 | CCP – Certified Trainer w/ Pedagogical Competency Certificate (ex-CAP)

2006 / CECOIA | Corporate Social Responsibility and Professional Ethics

### HABILIDADES PROFISSIONAIS

Jogador da equipe | Ética | Desempenho | Foco nos resultados | Negociação | Motivador Alta capacidade de falar em público | Gestão | Treinamento em Coordenação e Liderança de Equipe | Aquisição | Logística | Aquisições | "Fazedor"  
(Experiência em negócios, serviços e ambientes industriais)

### QUALIFICAÇÕES ACADÊMICAS

2004 / Universidade do Minho | Mestre em Engenharia Industrial - Logística e Distribuição (incompl.)  
1999 / ISMAI | Graduação em Gestão e TI  
1994 / ISTECS | Bacharel em Ciência da Computação

### (Mais Relevante) FORMAÇÃO

COMPLEMENTAR 2001/2006/2010 | CCP - Instrutor Certificado com Certificado de Competência Pedagógica (ex-CAP)

2006 / CECOIA | Responsabilidade Social Corporativa e Ética Profissional

## Course Overview

In recent years, Strategic Procurement and Supply Chain Management have been receiving increased focus. This is due to the quick and large benefits that are available, often with minimal investment. These disciplines apply across all industries, in the same way as all companies require robust financial control. It is the experience of the discipline, not the industry, that leading companies are looking to develop. Effective management and control of these disciplines will make a material difference to your bottom line.

This course is professionally and Internationally recognised and recognition comes at 3 levels: international, corporate and individual

At the international level, the CIPP® is a recognised program by the International Academy of Project Management (IAPM), the Association of Certified Procurement & Operational Professional (ACPOP) and the International Academy of Business and Financial Management (IABFM). At the corporate level, the CIPP® course has been developed as the result of active discussions with companies operating in the procurement and supply chain field whether as a Client or a Supplier. The course content has received recommendations from leading corporate consultancy organisations.

The CIPP® course has been designed to meet the growing demand for advanced procurement and supply chain management in localised, national and international markets. Specifically this course has been designed by procurement experts with cross industry and international experience. At the Individual level participation in this certified course will provide the attendee with expert knowledge of procurement and supply chain management giving greater confidence in a very practical professional and in demand skill thereby increasing the likelihood of success in his/her career advancement or job search.

## Who should attend?

This highly practical and interactive course has been specially designed for:

- Business Owners / Managing Directors
- Procurement Directors
- Supplier Managers
- Supply Chain Consultants
- Buyers / Senior Buyers
- Operations Directors
- Operations Managers
- Finance Managers
- PLUS anyone who is responsible for / involved in Supplier Relationships, or anticipates being involved with Supplier Management in the future

## Visão Global do Curso

De um modo cada vez mais relevante, o Procurement Estratégico e a Gestão da Cadeia de Abastecimento estão na ordem do dia. Desde logo, a sua gestão impacta na melhoria de eficiência e, por via disto, dos resultados. Estas áreas são transversais a todas as empresas mas assumem maior criticidade em contexto industrial. O conhecimento e a implementação de técnicas operacionais conduzem à elevação do desempenho das empresas. O controlo e a gestão efetiva das actividades logísticas gerará, sem dúvida, uma distinção da empresa perante a sua concorrência.

Este curso encontra-se Acreditado e Certificado Internacionalmente e, o mesmo, é reconhecido a 3 distintos níveis: Internacional, Corporativo e Individual

Ao nível internacional, o CIPP® é um programa reconhecido pelas seguintes 3 instituições internacionais: IAPM (International Academy of Project Management); ACPPOP (Association of Certified Procurement & Operational Professional) e IABFM (International Academy of Business and Financial Management). Ao nível corporativo o curso CIPP® foi desenvolvido em resultado de estreita colaboração com diversas empresas de múltiplas áreas de actividade, na perspetiva quer de fornecedor, quer de cliente. O conteúdo deste curso recebeu recomendações de empresas consultoras internacionais em vários pontos do globo.

O curso CIPP® foi desenhado de modo a responder às crescentes necessidades de conteúdos avançados para as áreas de Procurement e da Gestão de Cadeia de Abastecimento, em mercados próprios ou internacionais. De um modo mais específico, este curso foi elaborado por profissionais internacionais com elevada experiência, “no terreno”, destas temáticas.

Por último, mas não menos importante, este curso adequa-se a todos os profissionais que desejem elevar as suas competências técnicas, agregando uma maior confiança no seu “dia a dia” sob todas as suas responsabilidades funcionais e, com isso, promover o futuro sucesso da sua carreira profissional.

## A quem se dirige o curso?

Este curso interativo e eminentemente prático, foi especificamente elaborado para profissionais (M/F) nas seguintes áreas / posições:

- CEO's / Diretores Gerais
- Diretores de Procurement
- Gestores de Fornecedores
- Consultores em Supply Chain
- Compradores / Compradores Séniores
- Diretores de Operações
- Diretores Financeiros

By attending this interactive course you will be equipped with the skills to:

- Understand and appreciate the importance of Strategic Procurement and Supply Chain Management
- Build and deliver against a detailed Strategic Procurement Framework
  - Baseline current position
  - Profile the market
  - Build, manage and review the tender process
  - Select the right Suppliers
  - Transition the Supply Base
- Effectively monitor, measure and manage Suppliers
- Achieve significant improvements in service delivery and cost reduction

## Added benefits of attending the CIPP® Course

- Independently accredited by CPD-UK for professional development credits.
- The ability to use the designation CIPP® on your business card and resume
- Up to 18 months membership to the IABFM professional body
- Access to the IABFM network and body of information online
- Preferred access to education centres in USA, UK, Europe, Asia, Middle East and Latin America
- Access to IABFM journal published online
- Gold embossed CIPP® Certificate with your name and designation as MIABFM (Member of the International Academy of Business and Financial Management)
- The CIPP® shows that you have completed graduate level procurement and supply chain management education and that you have the skills and experience to manage procurement programmes on a national, regional and global level
- The CIPP® certification will be received approximately one month following the close of the workshop

## The IABFMTM Training Style

IABFM employ “best practice” training called “blended learning”. This involves classroom lecturing, high intensive case study / role playing reviews, classroom interaction and feedback, one to one coaching from the facilitator, and a final examination. IABFM have found this to be one of the most effective training methodologies to date and many large multinationals and training companies have already taken up this “blended learning” approach.

Ao participar neste curso sairá fortalecido com competências para:

- Conhecer a importância do Procurement Estratégico e da Gestão da Cadeia de Abastecimento
- Conceber um Quadro Estratégico detalhado na área do Procurement Estratégico que contenha, em outros:
  - O ponto de situação atual da sua organização (baseline)
  - A análise de mercado
  - Construção, gestão e revisão de processos de compras internos
  - Procedimento de seleção e avaliação de fornecedores
  - A transição de processos para um Gestão Integrada da Cadeia de Abastecimento
- Monitorar e medir, de modo eficiente, todos os KPI's definidos
- Obter melhorias significativas em termos de serviço e de redução de custos.

## Benefícios adicionais ao participar no curso CIPP®

- créditos profissionais
- A autorização de utilização da sigla CIPP® nos seus cartões de visita e no seu Curriculum Vitae
- Inscrição como membro da IABFM pelo período de 18 meses
- Acesso à rede IABFM e às informações online disponibilizadas pela mesma
- Acesso preferencial a vários centros educacionais em várias latitudes do globo: EUA, Reino Unido, Europa, Ásia, Médio Oriente e América Latina
- Acesso à publicação / jornal online da IABFM
- Certificado Oficial CIPP® (i. é. Gold Embossed CIPP® Certificate) contendo o seu nome e menção como membro da MIABFM (Member of the International Academy of Business and Financial Management)
- A posse do CIPP® demonstra a obtenção da certificação avançada nas áreas de Procurement e de Gestão da Cadeia de Abastecimento e, isso, traduzirá perante o mercado as suas capacidades e competências para gerir programas de Procurement a nível nacional, regional e internacional.
- O Certificado CIPP® será emitido e enviado no prazo aproximado de um mês após a conclusão do curso / workshop.

## A metodologia de formação IABFMTM

O IABFM adota, na sua génese, a dinamização da formação suportada em “boas práticas” em suporte de “blended learning”. Este método contém, num primeiro momento, a explanação de conteúdos técnicos de suporte, seguido do estudo de casos e atividade(s) de role play. A interação e feedback de/com o facilitador serão permanentes e, com isso, haverá uma notória apropriação das competências por parte dos participantes. O curso contém um exame final. A IABFM encontrou neste modelo o modo mais efetivo de formação e, neste momento, são já muitas das grandes empresas internacionais que utilizam esta aproximação por “blended learning”.

## Strategic Procurement Principles

- General Considerations on Purchasing Strategies
- Price vs. Cost
- People, Processes and Support Technology
- Procedure on Selection of Suppliers/ Service Providers
- Capacity Considerations for Supplier Attributes

## Personality Profiling

- Ice-Breaker and sharing the profiles of each participant to the group

## Project Management for Procurement

- Project definition
- Stakeholders management/ "on board"
- Roles and Responsibilities (R.A.C.I)
- Risk Identification, Concept and Definition of Categories
- Project Breakdown (W.B.S)
- Tools for / for Project Management
- Critical Path and Gantt Charts

## Baselining

- > Cost Structure
  - Global Annual Budget
  - Creating and Managing Expense Categories
  - ABC Stock Analysis / Pareto Analysis (80/20)
  - Improvement opportunity
- > Current Suppliers
  - Identification
  - Qualification
  - Gaps/ Deviations Analysis and Evaluation Procedure (s)

## Supply Market Profiling

- Market Analysis
- TERPORTER's 5 Forces
- EST The PEST Analysis (EL)
- SW The SWOT Analysis

## High Level Commodity Strategies

- Needs Assessment
- Requirements vs. Weight (importance)
- Integration of Stakeholders in the process
- Identification of Distribution Channels
- Requirements vs. Mapping Distribution Channels

## Supplier Identification

- Traditional vs. Sourcing strategic sourcing
- Selection requirements (short list)
- Importance of Supplier Qualification
- Identification of Critical Points (showstoppers)
- Ranking of Suppliers/ Service Providers and Deviation Analysis

## Princípios Estratégicos do Procurement

- Considerações Gerais sobre Estratégias de Compras
- Preço vs. Custo
- Pessoas, Processos e Tecnologia de Suporte
- Procedimento sobre Seleção de Fornecedores/ Prestadores de Serviços
- Considerações sobre Capacidades e Atributos dos Fornecedores

## Perfis dos Participantes

- Ice-Breaker e partilha dos perfis de cada participante ao grupo

## Gestão de Projectos na área de Procurement

- Definição de Projecto
- Gestão / "On board" dos Stakeholders
- Papéis e Responsabilidades (R.A.C.I)
- Identificação de Riscos, Noção e Definição de Categorias
- Project Breakdown (W.B.S)
- Ferramentas de/para a Gestão de Projectos
- Caminho Crítico e Gráficos de Gantt

## Cenário Base

- > Estrutura de Custos
  - Orçamento Anual Global
  - Criação e Gestão de Categorias de despesas
  - Análise ABC de Stocks/ Análise de Pareto (80/20)
  - Oportunidade de Melhoria
- > Actuais Fornecedores
  - Identificação
  - Qualificação
  - Análise de Gaps/ Desvios e Procedimento(s) de Avaliação

## Análise da Cadeia de Abastecimento

- Análise de Mercado
- As 5 Forças de PORTER
- A Análise PEST(EL)
- A Análise SWOT

## Estratégias Avançadas para FCMG

- Levantamento de Necessidades
- Requisitos vs. Peso (importância)
- Integração dos Stakeholders no processo
- Identificação dos Canais de Distribuição
- Mapeamento de Requisitos vs. Canais de Distribuição

## Gestão de Fornecedores

- Sourcing tradicional vs. sourcing estratégico
- Requisitos de selecção (short list)
- Importância da Qualificação de Fornecedores
- Identificação de Pontos Críticos (showstoppers)
- Ranking de Fornecedores/ Prestadores de Serviços e Análise de Desvios

## Tendering

- > Definition of the general rules of the consultation process
- > Objectives and Object of the Consultation (Scope)
  - **General requirements**
  - **Contracting entity (buyer) information**
- > Time-table procedural
  - **Collection of information**
  - **Qualification and verification of competitor's capacity (s) (bidders)**
  - **Benchmarking and analysis framework**
- > Technical and Financial Evaluation of Proposals
  - **Technical and financial analysis framework, criteria and weights**
  - **Measurement of the applicable Incoterms (version 2020)**
- > Terms and conditions
  - **Legislation applicable to the consultation process**
  - **Mode of contracting, procedural security and method (s) of payment**
  - **Definition of terms and places for / for litigation**
- > Service Levels and KPIs
  - **Definition of KPIs under S.M.A.R.T**
  - **Examples of general applicable KPIs (depending on the sector of activity)**
  - **Data collection vs. Monitoring of KPIs**
- > Negotiation
  - **Phases of the Business Process**
  - **Support information: internal / external**
  - **Selection of the location and team for the negotiation**
  - **Know and apply the 8 main negotiation skills**
  - **Negotiation Evaluation and Closing**
- > Supply Chain Development and Management
  - **Distribution and Delivery Process**
  - **Monitoring / evaluating the performance of suppliers and service providers**
  - **Creating competitive advantages over the competition**

## Processo de Consulta ao Mercado (Boas Práticas)

- > Definição das regras gerais do processo de consulta
- > Objetivos e Objeto da Consulta (Escopo)
  - **Requisitos Gerais**
  - **Informações da entidade contratante (comprador)**
- > Time-table procedural
  - **Recolha de informações**
  - **Qualificação e verificação de capacidade(s) dos concorrentes (bidders)**
  - **Benchmarking e quadro de análise**
- > Avaliação Técnica e Financeira das Propostas
  - **Quadro de análise técnica e financeira, critérios e pesos**
  - **Aferição dos Incoterms aplicáveis (versão 2020)**
- > Termos e Condições
  - **Legislação aplicável ao processo de consulta**
  - **Modo de contratação, segurança processual e modo(s) de pagamento**
  - **Definição dos termos e locais de/para litígio**
- > Níveis de Serviço e KPI's
  - **Definição de KPI's sob pressupostos S.M.A.R.T**
  - **Exemplos de KPI's gerais aplicáveis (segundo o sector de actividade)**
  - **Recolha de dados vs. Monitorização dos KPI's**
- > Negociação
  - **Fases do Processo Negocial**
  - **Informações de suporte: internas / externas**
  - **Seleção do local e equipa para a negociação**
  - **Conhecer e Aplicar as 8 principais skills de negociação**
  - **Avaliação e Fecho da Negociação**
- > Desenvolvimento e Gestão de Cadeia de Abastecimento
  - **Processo de Distribuição e Entrega**
  - **Monitorização / avaliação da performance dos fornecedores e prestadores de serviços**
  - **Criação de vantagens competitivas face à concorrência**



For an in-house training option, alternative dates & locations kindly contact IBEFoRuM

We are happy to add extra content to the programme to meet additional requirements from your company.

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**Certified International Procurement Professional – CIPP™**

Idioma do Curso – Portuguese (PORTUGUÊS)

**25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> June, 2024 – ONLINE TRAINING / FORMAÇÃO ONLINE**

**Registration Form**

**Delegate Details**

Title	Name	Job Title	Phone	Email

Organisation Name

Contact Person for Finance/Payment

Phone

Email

**Payment Method**

Bank Wire Transfer

Visa  Master Card  Amex  Diners Club

Name on Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Card#: \_\_\_\_\_

\_\_\_\_\_

Visa CVC Number or Euro card/Master CVV Number

(Last 3 Digit No's on the back of the card)

\_\_\_\_\_

Valid From: \_\_\_\_ / \_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

**Authorization & Acceptance of Sales Contract**

I hereby declare I am authorised to sign this contract, Term & Conditions in the name of the Company/ Organisation.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Agreed Price for this Contract**

Per Delegate Price (A)	<b>USD 1.600,00</b>
No. of Delegates (B)	
Total Price (A x B)	

USD 38 administration charge and any applicable withholding or any other tax or fee will be applied

**Kindly Complete this form and Send it back to:**

IBEFoRuM Contact Name	Phone	Email ID
João Cossa	+258 84 242 9762	<a href="mailto:joao.cossa@ibeforum.com">joao.cossa@ibeforum.com</a>

**Terms & Conditions**

Please read the information listed below as each booking is subject to **International Business and Economic Forum (IBEFoRuM)** standard terms and conditions.

1.Payment Terms. IBEFoRuM Pvt Ltd (hereinafter as "IBEFoRuM") requires the full payment of the invoiced amount no later than 5 (five) business days from the date of invoice viz. completion and return of the registration form. Payment shall be either by credit/debit card or online bank transfer. We accept payments online using any credit card in USD. If you make a payment for our products or services through our website or link provided whilst registration, the details you are asked to submit will be provided directly to our payment provider via a secured connection. The stated amount is exclusive of Withholding Tax and other duties, taxes and transfer related charges which if applicable are payable by the client in addition to the stated amount. Payment of invoices by means other than by credit card, or Payment must be received prior to the conference date. The cardholder must retain a copy of the transaction records and merchant policies and rules. We reserve the right to refuse admission to the event if payment has not been received. Cheque payment at the event will not be accepted.

2.Cancellation, Postponement and Substitution Policy. All cancellations, postponement and substitution shall be communicated via email to the official EMAIL ID as provided in the registration form.

You may substitute delegates at any time by providing reasonable advance notice no less than 8 (eight) days prior to the event to IBEFoRuM. For any cancellations received via email to our official EMAIL ID not less than ten (10) days (inclusive of business & holidays) prior to the event, you will receive a 90% credit to be used at another IBEFoRuM event which must occur within one year from the date of issuance of such credit. An administration fee of 10% of the contract fee will be retained by IBEFoRuM for all permitted cancellations. 100% cancellation fee will be levied if the cancellation takes place within nine (9) days (inclusive of business & holidays) of the event. No credit will be issued for any cancellations occurring within nine (9) days (inclusive of business & holidays) of the event date. No refund would be given for delegates that do not show up at the event.

In the event that IBEFoRuM cancels an event for any reason, you will receive a credit for 100% of the contract fee paid. You may use this credit for another IBEFoRuM event to be mutually agreed with IBEFoRuM, which must occur within one year from the date of cancellation.

In the event that IBEFoRuM postpones an event for any reason and the delegate is unable or unwilling to attend in on the rescheduled date, you will receive a credit for 100% of the contract fee paid. You may use this credit for another IBEFoRuM event to be mutually agreed with IBEFoRuM, which must occur within one year from the date of postponement.

Except as specified above, no credits will be issued for cancellations. There are no refunds given under any circumstances.

Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, IBEFoRuM reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever.

Any substitutions or alterations will be updated on our web page as soon as possible.

3. Note.

- Pricing above is exclusive of X% GST/SERVICE TAX which will be charged at the prevailing rate
- Courses are conducted in English, unless otherwise specified
- Standard Public terms & conditions apply

4.Intellectual Property. The copyright, intellectual property and design rights of the learning materials are property of IBEFoRuM and its expert trainers. It cannot be copied, shared or reproduced without prior written consent of IBEFoRuM.

5.Health and Safety. The clients must conform to and comply with the Health and Safety Policy and Procedures as laid down by IBEFoRuM or its partner organizations when the course is delivered in leased premises. Breaches of these policies and procedures may result with the client being suspended or excluded from the course and premises.

6. Complaints. IBEFoRuM shall deem relevant the following types of complaints:

- Enquiries and complaints shall be made in written form/Email and have to contain sufficient detail to allow IBEFoRuM to compile an official written/online response
- All official enquiries and complaints shall be submitted electronically to [complaints@ibeforum.com](mailto:complaints@ibeforum.com)
- IBEFoRuM shall officially respond to the complaint no later than 7 days (Business days or Business + Holidays) from the date of its reception

7. Force Majeure Event  
IBEFoRuM is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event.

IBEFoRuM shall not be liable to the clients or be deemed to be in breach of any agreement it has concluded with them for any delay in performing or failure to perform any of the IBEFoRuM's obligations in respect of the services if the delay or failure was due to any cause such as act of God, war, warlike activities, fire, storm, explosion, national emergency, labor dispute, strike, lock-out, civil disturbance, actual or threatened violence by any terrorist group, newly enacted law or regulation or any other cause not within the control of IBEFoRuM. For the purpose of this "Force Majeure Event" means any event arising that is beyond the reasonable control of IBEFoRuM including (without limitation) to speaker or participant cancellation or withdrawal, supplier or contractor failure, venue damage or cancellation, health scares, industrial dispute, governmental regulations or action, military action, fire, flood, disaster, civil riot, acts of terrorism or war. These terms and conditions shall apply in respect of any rearranged or rescheduled Conference organised by IBEFoRuM pursuant to this Condition.