

## **CIPP — Certified International Procurement Professional**

### **Training Overview**

A practitioner-focused preparation program that builds end-to-end procurement capability (P2P, sourcing, RFx, negotiation basics, supplier performance) and aligns learners to the typical CIPP exam body-of-knowledge logic: concepts, terms, workflows, decision tools, and scenario application.

### **Training Objectives**

By the end of this training, participants will be able to:

1. Map the full Procure-to-Pay cycle and define roles, controls, and documents
2. Build a sourcing plan and run RFQ/RFP with clear evaluation logic
3. Apply TCO, basic cost analysis, and supplier performance measurement
4. Execute negotiation planning and closing techniques ethically
5. Solve exam-style scenarios with time management and elimination logic

### **Training Audience**

Procurement officers, buyers, supply chain coordinators, warehouse/procurement interface staff, junior category specialists, and professionals moving into procurement from operations/finance.

### **Training Duration**

3 days

Day length: 6–7 hours/day including practice blocks and mock questions

### **Training Methodology**

Interactive lecture (40%), worked examples (20%), group exercises (25%), exam-style drills (15%)

### **Gamification**

Points-based “Procurement League”

- Individual points: quizzes, speed drills, scenario accuracy
- Team points: RFx design challenge, negotiation roleplay score, supplier evaluation accuracy
- Badges: “RFx Architect”, “TCO Sniper”, “Supplier Judge”, “Negotiation Closer”
- Leaderboard resets daily to keep late starters engaged

## **Day-by-Day Outline**

### Day 1 — Procurement Fundamentals + P2P Mastery

- Procurement vs purchasing vs supply chain: scope and value
- Governance basics: policies, delegation of authority, ethical boundaries
- P2P flow: requisition → approval → PO → receipt → invoice → payment
- Key documents: PR, PO, GRN, invoice matching (2/3-way), NCR basics
- Controls and KPIs: cycle time, compliance, maverick spend, price variance
- Practice: map a P2P process, identify control points, exam-style drills

### Day 2 — Sourcing + RFx (RFI/RFQ/RFP)

- Spend analysis and demand definition (specs, volumes, service levels)
- Sourcing strategy: single vs multiple sourcing, local vs global, make vs buy
- Supplier discovery: market scan, pre-qualification criteria
- RFx design: structure, requirements, instructions, timelines, clarifications
- Evaluation design: mandatory gates, technical/commercial split, weighting
- Practice: build RFQ pack + scoring matrix; timed exam-style questions

### Day 3 — Supplier Management + Cost/TCO + Negotiation + Exam Readiness

- Supplier segmentation and SRM basics
- Cost vs price, should-cost thinking, basics of cost breakdown
- TCO model: logistics, quality, lead time, risk, inventory, payment terms
- Supplier scorecards: KPIs, review cadence, corrective actions
- Negotiation planning: BATNA, ZOPA, objectives, concessions map
- Negotiation tactics: anchoring, packaging, silence, issue trading
- Contract essentials (practical): scope, SLAs, penalties, warranties, termination
- Exam strategy: question patterns, elimination method, timeboxing
- Capstone: mini-mock exam + review clinic + weak-area remediation plan