

# Controlling purchases related to overhead costs

Hands-on course of 2 days - 14h

Ref.: AGE - Price 2024: CHF1 530 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Map your organisation's purchases related to overhead costs
- Implement a genuine purchasing approach
- Get those involved to express the right need
- Calculate in terms of total costs in order to reduce costs
- Integrate environmental and social criteria

## TEACHING METHODS

Interactive presentations and participatory work.

## EXERCISE

Practical exercises based on different types of purchases serve to quickly become familiar with the methods presented.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 10/2022

### 1) Situating indirect purchases

- Rules relating to the purchasing function within an organisation.
- The organisation of purchases and its impact in terms of efficiency.
- The part to be played by indirect purchases in the organisation.
- The specificities of the main families of overhead costs.
- Focus: cleaning purchases, reception, green spaces, supplies, car fleet, telephony, travel, etc.
- Indirect purchases and the OSR/CSR policy: deploying responsible purchasing.

*Exercise* : Participants map their organisation's overheads before analysing the risks and opportunities

### 2) Analysing needs and costs

- Identify the most important issues and prioritise the families.
- Prepare the technical and/or functional specifications.
- Calculate the overall cost of a product or service.
- Take into account the requirements of the responsible purchasing approach.

*Exercise* : Draft the specifications for the purchase of a supply and the purchase of a service.

### 3) Selecting suppliers and service providers

- Recognise the market's specificities and selecting suppliers adapted to your needs.
- Establish a consultation grid.
- Develop relations with structures focused on solidarity: inclusion through economic activity, social and solidarity economy, work assistance establishments and departments.

*Exercise* : Identifying supplier and service provider selection criteria

### 4) Safeguarding the contracts

- Recognise the different types of contracts.
- Distinguish between obligation of means and result: impacts in terms of responsibility.
- Prevent risks associated with certain services: illegal bargaining or labour lending for profit.
- Identify important contractual clauses.

*Exercise* : Drafting the purchasing clauses for a service.

### 5) Monitoring service quality

- Define indicators and monitoring suppliers.
- Manage economic gains.
- Validate the level of service and internal customer satisfaction.
- Implement a continuous improvement approach.

## DATES

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### REMOTE CLASS

2024 : 20 Jun, 26 Sep, 02 Dec