

Vendor Management

DATE : 10 Feb, 2012 CODE : VM INSTRUCTOR : Alan Lee
DURATION : 1 Day FEE : HK\$3,280 EARLY BIRD : HK\$2,980

In order to develop a long term partner relationship with your suppliers, enterprises need to have a systemic approach to monitor their suppliers' capabilities and overall performance. The workshop is to introduce the latest supplier management assessment concept and help you to develop your own supplier scoring system.

Audience

Procurement/Purchasing supervisors and managers with little systematic/formal supplier management experience and want to achieve performance excellent in career path

Methodology

Variety of instructional methods will be used, including: classroom lectures, case studies, role play and feedback, group discussions, and personal experiences sharing, etc.

COURSE OUTLINE

1. Introduction to Supplier Management

- Definition of supplier
- Supplier relationship management
- The challenges of supplier management
- Key elements of supplier assessment structure
 - Key performance indicators
 - Supplier evaluation system model template
 - Supplier scorecard

2. How to Develop a Supplier Assessment System

- The four (4) vendor assessment core dimensions
 - Technology
 - Quality
 - Cost
 - Time
- The vendor assessment implementation process
 - Measure criteria: What do you want to measure?
 - Performance targets: What is acceptable performance?
 - Comparative weightings: How important is one target compared to others?
- Scorecard data collection, analysis and report
- Scorecard template and example

About the Instructors

Alan Lee

Alan has been engaged in business process, quality system, engineering and customer services improvement of different industries, such as logistic, financial bank, insurance, toys, consumer electronics, medical and food service, garment and foot wear, construction, department store, and property management etc., for more than 10 years.

As a management consultant, Alan has assisted many big multinational corporations, listed companies, small and medium enterprises in the performance management system (Key Performance Indicators) development and implementation; corporate quality improvement program (ISO9000, Quality Control Circle and Kaizen) design and implementation; new product development cycle time reduction; business process re-engineering of the whole company; and in the design and delivery of various management development and quality management training courses.

In the last 7 years, Alan has also designed and delivered a wide range of tailored management training programmes and workshops for many HKSAR departments, Non Government Organizations, and public service industries.

Alan holds a Bachelor of Science Degree in Electrical Engineering from the National Cheng Kung University of Taiwan and a Master of Science Degree in Engineering Business Management from the University of Warwick, UK.

Professional Development



presents

Course Catalogue
January & February 2012

1/2

MANAGERIAL SKILLS AND LEADERSHIP

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| January 19 | Coaching Skills Workshop | p.2 |
| February 3 | Blue Ocean Strategic Thinking | p.2 |
| February 22 | Blue Ocean Change Management | p.3 |
| February 28 | Leadership Skills Workshop | p.3 |

PERSONAL EFFECTIVENESS

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| January 9 | Making Persuasive Sales Presentations | new | p.4 |
| January 10 | Influencing Others without Formal Authority | | p.5 |
| January 13 | Handling Difficulties posed by People | new | p.6 |
| January 18 | Negotiation Skills Workshop with Sun Tzu | | p.7 |
| February 15 | Managing Time and Priorities | | p.8 |
| February 16 | Presentation Skills Workshop | | p.9 |
| February 21 | Win Win Negotiation | | p.10 |
| February 29 | Problem Solving and Decision Making | | p.10 |

SPECIALTY TOPICS

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| January 11-12 | Project Management Workshop | | p.11 |
| January 12 | Proposal and Report Writing | | p.12 |
| February 6-7 | Think on your Feet [®] | new | p.13 |
| February 10 | Vendor Management | new | p.12 |
| February 17 | Professional Retail Selling | | p.14 |
| February 20 | Crisis Management | | p.15 |

STAFF ENGAGEMENT SERIES

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|-------------|--|--|------|
| February 13 | Engaging Employees | | p.16 |
| February 14 | Maximum Contribution, Maximum Satisfaction | | p.17 |

“Your
Strategic Training
Partner in
People
Development

COURSE ENROLLMENTS

| Course Date | Course Title | Course Code | Duration (Days) | Fees (HK\$) | Enroll before these dates to Enjoy our Early Bird Rates | Cancellation Deadline |
|---------------------------|---|-------------|-----------------|-------------|---|-----------------------|
| JANUARY 2012 | | | | | | |
| January 9, 2012 | Making Persuasive Sales Presentations | New MPSP | 1 | HK\$3,280 | HK\$2,980 | Dec 16, 2012 |
| January 10, 2012 | Influencing Others without Formal Authority | IFSW | 1 | HK\$3,280 | HK\$2,980 | Dec 16, 2012 |
| January 11-12, 2012 | Project Management Workshop | PMW | 2 | HK\$5,380 | HK\$4,980 | Dec 16, 2012 |
| January 12, 2012 | Proposal and Report Writing | PRW | 1 | HK\$3,280 | HK\$2,980 | Dec 16, 2012 |
| January 13, 2012 | Handling Difficulties Posed by People | New HDPP | 1 | HK\$3,280 | HK\$2,980 | Dec 16, 2012 |
| January 18, 2012 | Negotiation Skills with Sun Tzu 「孫子談判戰略」工作坊 | ST-NSW | 1 | HK\$3,280 | HK\$2,980 | Dec 23, 2012 |
| January 19, 2012 | Coaching Skills Workshop | CSW | 1 | HK\$3,280 | HK\$2,980 | Dec 23, 2012 |
| FEBRUARY 2012 | | | | | | |
| February 3, 2012 | Blue Ocean Strategic Thinking 「藍海」戰略思維 | B-STIM | 1 | HK\$3,280 | HK\$2,980 | Jan 6, 2012 |
| February 6-7, 2012 | Think On Your Feet ② | TOYF | 1 | HK\$3,280 | HK\$2,980 | Jan 13, 2012 |
| February 10, 2012 | Vendor Management | New VM | 1 | HK\$3,280 | HK\$2,980 | Jan 13, 2012 |
| February 13, 2012 | Engaging Employees | EGE | 1 | HK\$3,280 | HK\$2,980 | Jan 20, 2012 |
| February 14, 2012 | Maximum Contribution, Maximum Satisfaction | MCMS | 1 | HK\$3,280 | HK\$2,980 | Jan 20, 2012 |
| February 15, 2012 | Managing Time and Priorities | MYTP | 1 | HK\$3,280 | HK\$2,980 | Jan 20, 2012 |
| February 16, 2012 | Presentation Skills Workshop | PSWS | 1 | HK\$3,280 | HK\$2,980 | Jan 20, 2012 |
| February 17, 2012 | Professional Retail Selling | New PRS | 1 | HK\$3,280 | HK\$2,980 | Jan 20, 2012 |
| February 20, 2012 | Crisis Management | CM | 1 | HK\$3,280 | HK\$2,980 | Jan 27, 2012 |
| February 21, 2012 | Win Win Negotiation | WIN | 1 | HK\$3,280 | HK\$2,980 | Jan 27, 2012 |
| February 22, 2012 | Blue Ocean Change Management 「藍海」變革管理 | CHM | 1 | HK\$3,280 | HK\$2,980 | Jan 27, 2012 |
| February 28, 2012 | Leadership Skills Workshop | LSW | 1 | HK\$3,280 | HK\$2,980 | Feb 3, 2012 |
| February 29, 2012 | Problem Solving and Decision Making | PSDM | 1 | HK\$3,280 | HK\$2,980 | Feb 3, 2012 |
| February 22, 2012 | Cloud Computing For Business & IT Professionals (hands-on) | New CCP | 1 | HK\$3,680 | HK\$3,380 | Jan 27, 2012 |
| February 23-24, 2012 | Web Application Security: Hacker Attacks & Defense (hands-on) | WAS | 2 | HK\$6,380 | HK\$5,880 | Jan 27, 2012 |
| February 27-28, 2012 | Cloud Computing Systems Analysis & Testing (hands-on) | New CCS | 2 | HK\$6,380 | HK\$5,880 | Feb 3, 2012 |
| February 29-March 1, 2012 | Web Application Testing: Principles & Practice (hands-on) | WAT | 2 | HK\$6,380 | HK\$5,880 | Feb 3, 2012 |

TIME: 9:00 am - 5:00 pm daily
VENUE: Regal Hong Kong Hotel, Causeway Bay, HK.

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunches and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

THE ON-SITE OPTION:

If there are 10 or more people in your organization interested in taking any of these CEL courses, why not consider the On-Site option? We can readily tailor courses to your specific needs, send an expert instructor to your workplace, and help cut costs. For more information about this service, please contact Miss Mak at CEL at Hong Kong telephone number 2838 1182.

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

| Name | Job Title | Tel No | Mobile No | Course Code |
|---------------|-----------|--------|-----------|-------------|
| (Mr/Ms) _____ | _____ | _____ | _____ | _____ |
| (Mr/Ms) _____ | _____ | _____ | _____ | _____ |
| (Mr/Ms) _____ | _____ | _____ | _____ | _____ |
| (Mr/Ms) _____ | _____ | _____ | _____ | _____ |

Company Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

Contact Person: (Mr/Ms) _____ **Job Title:** _____ **Tel No:** _____ **Fax No:** _____

Authorized Person: (Mr/Ms) _____ **Job Title:** _____

Signature: _____ **Date:** _____

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt

BY PHONE:
Call Miss Mak at:
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