

PROGRAM SYLLABUS

Junior Procurement Management Course

Online Certificate Program

Last update: February 7, 2026

PT | Procurement
Tactics

New plan started →
Procurement

+56%

Improve large organization negotiation

An overview

What you can expect of this program

Junior Procurement Management Course

Welcome to the Junior Procurement Management Course! In this comprehensive program designed specifically for junior procurement managers, you will learn to understand all the basics that are needed to be successful in your role as Junior Procurement Manager.

Through a series of engaging lessons, we will explore the fundamental principles and practical techniques required to excel as a Junior Procurement Professional.

With video lessons, templates, clear examples, and tools, you will learn to maximize your procurement results. We are proud to have trained procurement managers at Fortune 500 companies, and are excited to help you achieve your procurement goals as well!



– Marijn Overvest, founder Procurement Tactics



200+ companies trust us



Online, self-paced learning



Subtitles in 5 different languages



Negotiation preparation templates



Interactive case studies



8-16 hours study material



12 months course access



Official certificate upon completion



Financial analysis templates



Reading materials & bonus content



60-day money-back guarantee

About Your Instructor

Marijn Overvest

Your instructor for this course is Marijn Overvest, the Founder of Procurement Tactics. With over 15 years of experience, Marijn has worked on deals worth over €500 million with companies like Heinz and Unilever and has trained more than 200 procurement teams worldwide.

Marijn is passionate about helping procurement professionals learn and grow. He is always looking for new ways to improve his own knowledge and share what he's learned. His experience includes working on negotiations, sustainability, and building strategies in industries like FMCG (retailers and suppliers), aviation, and pharmaceuticals.

With Marijn's practical advice and stories from personal experience, you will learn how to improve your procurement skills and achieve better results for you and your company.



Learn in-demand skills

And take your career to the next level

Study objectives

- ✓ Acquire the necessary skills to analyze and evaluate various elements of the role of Junior Procurement Manager such as sourcing, negotiating, financial analysis, contract management, and market research
- ✓ Develop a comprehensive understanding of the ideal procurement process and what to do in the different steps

The perfect fit for

This course is perfect for procurement and sourcing professionals who want to kickstart their careers and get better procurement results. After completing this program, you will be able to execute the perfect procurement process from A to Z.

- ✓ Learn effective negotiation strategies and tactics to optimize negotiation preparation and secure advantageous deals
- ✓ Create, implement, and manage contracts
- ✓ How to manage supplier relationships, including establishing key performance indicators, managing risks, and fostering collaboration for sustainable procurement outcomes

Curriculum structure

Practical. Comprehensive. Game changing.

1. Procurement Fundamentals

14 lessons

- Course Introduction
- Module Introduction
- Introduction to Procurement, Organization, and Sourcing
- Perfect Procurement Process in 7 Steps: The Importance
- The 6 Important Elements of Sourcing Methodology
- Setting Up Sourcing Methodology
- Analyzing Current Purchasing Situation
- Analyzing The Internal Process
- Financial Analysis
- Contract Analysis
- Market Analysis
- Portfolio Analysis
- Determining Sourcing Strategy
- Wrap up of Module 1

2. Market Research, Specification, and Selection Phase

10 lessons

- Module Introduction
- Market Research
- Specifications: Informing Your Supplier
- Request For Information (RFI)
- Supplier Selection
- Making a Request For Proposal (RFP)
- Evaluating Offers
- The RFI & RFP Planner: Process Guide
- Wrap Up of Module 2
- Bonus Lesson: Setting Up a Structured Audit

Curriculum structure

Practical. Comprehensive. Game changing.

3. Negotiation Phase

11 lessons

- Module Introduction
- Introduction to The Negotiation Process
- Preparing For Negotiation
- Determining Your Negotiation Strategy
- Negotiation Styles
- Breakpoint & Zone of Possible Agreement (ZOPA)
- Acquiring Power in Negotiation
- Best Tactics in Negotiation
- Negotiation Mistakes to Avoid
- Closing The Deal
- Wrap Up of Module 3

4. Contracting Phase

6 lessons

- Module Introduction
- Introduction to Contract Management
- How to Set Up a Contract After Closing a Deal
- Contract Awarding: Completion and Implementation
- Contract Management Tools
- Wrap Up of Module 4

Curriculum structure

Practical. Comprehensive. Game changing.

5. Supplier Relationship Management

7 lessons

Module Introduction

Establishing SRM KPIs

Supplier Collaboration

Supplier Scorecard

Supplier Risk Management

Important Soft Skills for SRM

Wrap Up of Module 5

Course Wrap-up

6. Bonus lessons

2 lessons

Procurement Process Example

E-Procurement

MODULE 1

What you can expect

1. Procurement Fundamentals

In the first module of this course, you will explore the fundamental principles of procurement.

You will understand the importance of following a well-defined procurement process with seven essential steps. Discover the key elements of sourcing methodology, learn to analyze purchasing situations, assess internal processes, and conduct financial, contract, market, and portfolio analyses. Lastly, determine a sourcing strategy tailored to your organization's needs.

By the end of this module, you will have the foundational knowledge and practical insights to excel in procurement management.

Content

1. Introduction of Junior Procurement Management Course
2. Module Introduction
3. Introduction to Procurement, Organization, and Sourcing
4. Perfect Procurement Process in 7 Steps: The Importance
5. The 6 Important Elements of Sourcing Methodology
6. Setting Up Sourcing Methodology
7. Analyzing Current Purchasing Situation
8. Analyzing The Internal Process
9. Financial Analysis
10. Contract Analysis
11. Market Analysis
12. Portfolio Analysis
13. Determining Sourcing Strategy
14. Wrap up of Module 1

MODULE 2

What you can expect

2. Market Research, Specification, and Selection Phase

In the second module, we will explore the procurement process, guiding you through each step.

You will learn how to conduct market research, create specifications for suppliers, initiate the Request for Information (RFI) process, select the right suppliers, craft a Request for Proposal (RFP), evaluate offers, and optimize your procurement processes using RFI and RFP planners.

By the end of this module, you will have the skills to navigate the procurement process effectively and achieve successful outcomes.

Content

1. Module Introduction
2. Market Research
3. Specifications: Informing Your Supplier
4. Request For Information (RFI)
5. Supplier Selection
6. Making a Request For Proposal (RFP)
7. Evaluating Offers
8. The RFI & RFP Planner: Process Guide
9. Wrap Up of Module 2
10. Bonus Lesson: Setting Up a Structured Audit

MODULE 3

What you can expect

3. Negotiation Phase

In the third module, we will focus on the negotiation process and equip you with the essential skills to excel in procurement negotiations. Starting with an introduction to the negotiation process, you'll gain a solid understanding of its significance in procurement.

We will cover the key steps in preparing for negotiation, including determining your negotiation strategy and exploring various negotiation styles. You will also learn about important concepts such as the Breakpoint and Zone of Possible Agreement (ZOPA) to facilitate successful negotiations. We will delve into acquiring power in negotiation and discuss best tactics to employ. Additionally, we will highlight common negotiation mistakes to avoid.

By the end of this module, you will have the knowledge and practical tools to navigate procurement negotiations with confidence and achieve mutually beneficial agreements.

Content

1. Module Introduction
2. Introduction to The Negotiation Process
3. Preparing For Negotiation
4. Determining Your Negotiation Strategy
5. Negotiation Styles
6. Breakpoint & Zone of Possible Agreement (ZOPA)
7. Acquiring Power in Negotiation
8. Best Tactics in Negotiation
9. Negotiation Mistakes to Avoid
10. Closing The Deal
11. Wrap Up of Module 3

MODULE 4

What you can expect

4. Contracting Phase

In the fourth module, we will explore the crucial aspects of contract management and equip you with the necessary skills to effectively handle contracts.

We will start with an introduction to contract management and its significance in procurement. You will learn how to set up a contract after closing a deal, ensuring all important components are included to safeguard the interests of both parties. We will then cover the process of contract awarding, completion, and implementation, ensuring that contracts are executed smoothly. Additionally, you will discover various contract management tools that can streamline and enhance your contract management processes.

By the end of this module, you will have the knowledge and practical insights to effectively manage contracts, mitigate risks, and optimize outcomes in procurement.

Content

1. Module Introduction
2. Introduction to Contract Management
3. How to Set Up a Contract After Closing a Deal
4. Contract Awarding: Completion and Implementation
5. Contract Management Tools
6. Wrap Up of Module 4

MODULE 5

What you can expect

5. Supplier Relationship Management

In the fifth module, we will explore supplier relationship management (SRM) and equip you with the skills to foster effective supplier relationships.

Topics covered include establishing SRM KPIs, supplier collaboration, using supplier scorecards, managing supplier risks, essential soft skills for SRM, and utilizing SRM tools.

By the end of this module, you will have the knowledge to build and maintain strong supplier relationships for successful procurement outcomes.

Content

1. Module Introduction
2. Establishing SRM KPIs
3. Supplier Collaboration
4. Supplier Scorecard
5. Supplier Risk Management
6. Important Soft Skills for SRM
7. Wrap Up of Module 5
8. Course Wrap-up

Learn in demand skills

Take your career to the next level



Real-world projects

Develop practical skills through learning from real-world examples and studying dozens of inspiring case studies.



Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training program.



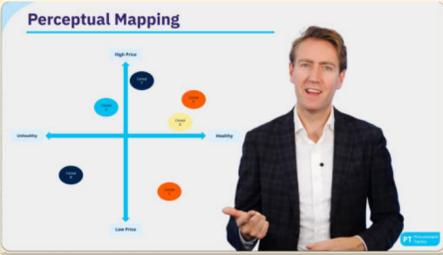
Personal coach & practitioner community

Contact your personal coach if you need any assistance or input, and collaborate with procurement professionals from around the world.



Our Learning Methodology

Enabling learners to be outstanding



Record of proposals template

Record of proposals	Project	Project	Project	Project
Price	14.90	12.20	14.30	13.90
Volume discount	1.5%	2.0%	1.75%	2.0%
Maximum commitment	80,000	150,000		100,000
Agreement terms	30	60	60	
Classification	500	400	Medium	500
Contract / job	1,000,000	1,000,000	1,300,000	1,500,000
Performance	6	8	10	10



THE PROBLEM

1. Security of supply is gone

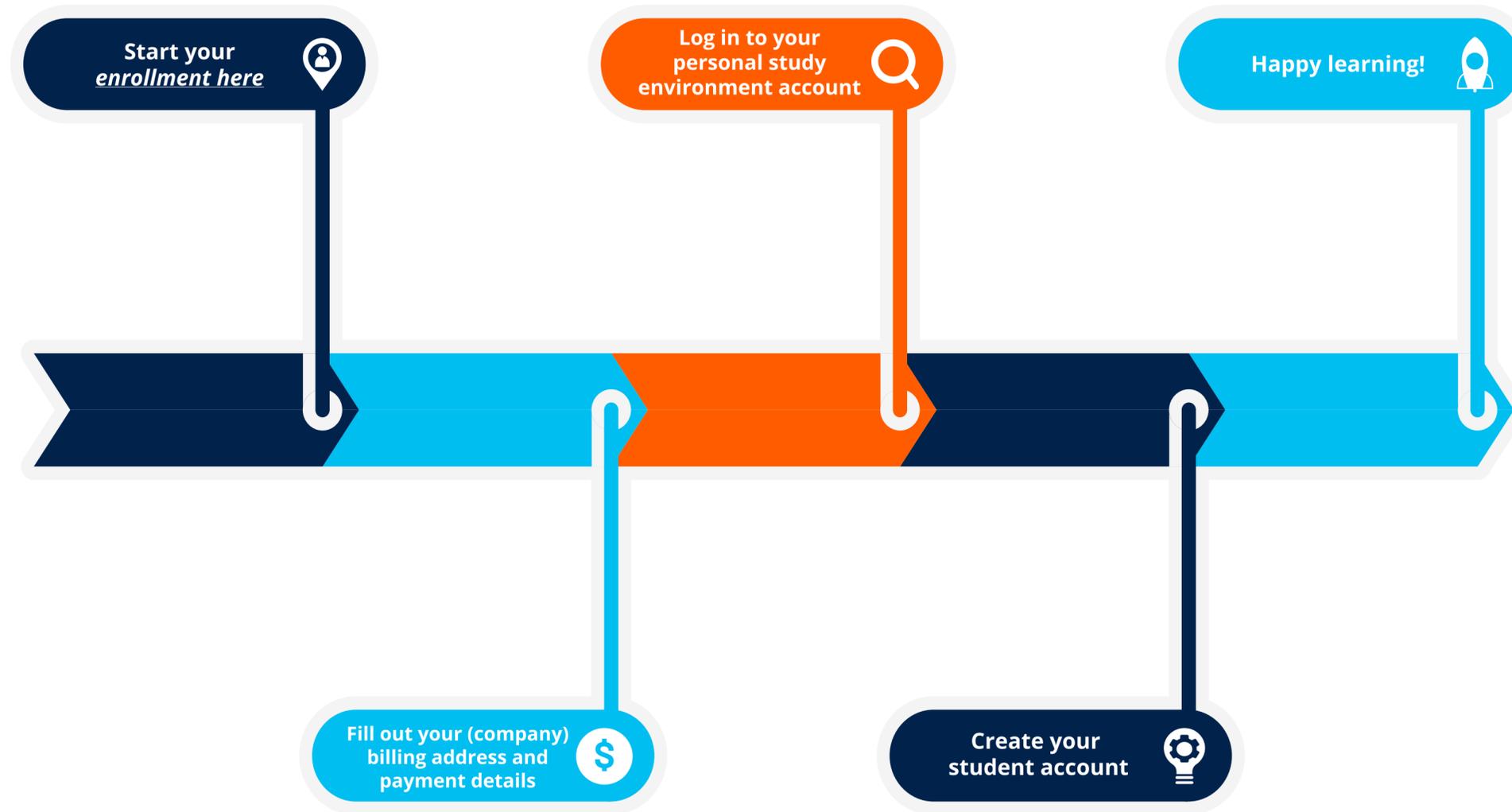
2. EBIT under pressure

Procurement is the main driver for EBIT: Procurement leaders are facing one of the toughest market environments of their careers. A combination of macroeconomic factors (trade policy shifts, workforce scarcity, etc.) have upended long-running trends that have benefited the global economy for several decades.

Including more problems:
- War
- Covid-19

How to enroll

Enroll today



Customers give us an average rating of 9.7 out of 10.

"Procurement Tactics helped my team members prepare their negotiation strategies and tactics to achieve better results. It also inspired them to leverage their skills in AI. After these trainings, my team showed more confidence and achieved better results! I highly recommend the Procurement Tactics courses to any procurement professional who wants to improve their skills!"



Jason de Gan, Supply Chain & Sourcing Leader at NRG

