



Market leading purchasing education  
**Business practices**

**More than half of all transactions in companies and organizations are done by competent people who need more knowledge about business practices and purchasing.**

Important purchases and agreements are made by managers at different levels, as well as by project managers, production supervisors, marketing personnel and many others. This is the course for people who purchase goods or services and who enter into agreements that want to improve their competence within business law, contract law, cost estimates and negotiations: important skills in successful business practices.

#### **Business practices**

- Financial cost estimates purchasing finance
- Business negotiation
- Business law and contract law
- The purchasing process.



## Business practices

Even competent people sometimes lack the necessary skills within areas such as contract law, financial cost estimates, purchasing and business negotiating. By attending the course, Business practices, you will gain the knowledge that is needed in order to carry out purchasing and finalize contracts using good business practices, financial understanding and professionalism. The course also addresses ethics and business-minded conduct as well as how to carry out successful business negotiations that make both parties feel like winners.

### Contents

- Business-mindedness
- Ethics and morals
- Marketing and sales processes
- The purchasing process
- Customer and supplier relations
- Pricing
- Business finance and business law
- The negotiation process

### Purpose and educational objectives

To create understanding for the importance of business practices and to update your knowledge about those tools that you can use to improve your business transactions and make them more professional.

### Who should attend?

The course is aimed primarily towards salespeople, marketing personnel, project managers and private businessmen who do a great deal of business transactions.

## Needed to build upon his academic education

When Henrik Johansson got his first job as a strategic and tactical purchaser within AstraZeneca Sverige AB, he felt that his academic degree would take him far, but not the full distance.

"I especially needed to strengthen my skills within contract law and negotiation," says Henrik Johansson, and adds that he already feels much more secure in his role, in connection with negotiations and contract discussions.

"Through my academic education I already have relatively good theoretical knowledge. What was really valuable for me was to get more "hands on" knowledge in regard to contracts and negotiations." ■



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