

D. M. JONES & ASSOCIATES LTD

Established 1986

Short Business Course Prospectus



Offering one and two day training courses in:

- **PURCHASING AND MATERIALS MANAGEMENT**
- **SUPPLY CHAIN MANAGEMENT**
- **STORES AND STOCK CONTROL**
- **CONTRACT AND PROJECT MANAGEMENT**
- **RISK MANAGEMENT AND FINANCE**

**Eleanor Wolf
9 Valley View
Grindleton
Clitheroe
Lancashire
BB7 4RP**

Tel/Fax: 01200 440042

Mobile: 07737 136 056

Email: info@dmjonesassociates.co.uk

Website: dmjonesandassociates.co.uk

Ver 15.08.14

SHORT COURSE PROVISION

We have recently increased our short courses in line with increasing demand from various organisations. Our objectives in this area are:

- To provide excellent courses at competitive prices
- To use course tutors who are specialists in their fields with professional track records and presentational skills
- To run courses in hotels that are easily accessible and provide comfortable surroundings
- To liaise constantly with course members and their sponsors in ascertaining needs
- To limit group sizes for greater individual attention
- To provide relevant, well constructed programmes supported by quality handouts and a interactive scheme that allows learning by involvement
- To delight you, the customer

IN-COMPANY TRAINING

If your organisation would like to run any of these programmes “In House” or would like a tailor made approach, we would be pleased to provide this. We have successfully run such courses in a number of sectors for well-known companies, both in the UK and overseas.

We have included a list of some of our major customers at the back of this programme.

Please contact us and together we can create a package that suits your needs.

SC 1. Stock Control Principles - 1 Day Course

TARGET:

Those involved in controlling and handling stock and stock control.

COURSE CONTENT

- Stores/stock control objectives with the supply chain
- Stock analysis - methodology 80/20
- Consequences of poor stock control
- Establishing demand patterns
- Cost control - min/max stocks, reordering
- Acquisition costs and cost minimisation
- Stores layout and location methods
- Methods of attaining better stock control
- JIT - Concept stores involvement
- Stores interface with other functions

SKILLS TRANSFER

- Developing critical stores methodology
- Improving communications between stores and other functions
- How effective stock control can improve profitability
- Cost control techniques
- Methods for reducing stock whilst safeguarding supplies

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

22.10.14 - Manchester Conference Centre

17.12.14 - Dunkehalgh Hotel, Accrington

18.03.15 - Marriott Hotel, Gosforth Park, Newcastle

17.06.15 - Park Inn Birmingham West

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

INP 1. Improving Negotiation Performance - 1 Day Course

TARGET:

Staff involved in negotiations.

COURSE CONTENT

- Concept of negotiations - alternatives
- 4 phased negotiation approach
- Preparation stage - defining wants
- Debate stage - what does supplier want
- Communications - methods to improve
- Proposal stage - conditional proposals
- Bargaining stage - concluding negotiations
- Body language
- Manipulation - how to counter

SKILLS TRANSFER

- Structured 4 phased approach to negotiations
- Resolving problems in negotiations
- Building up an effective relationship
- Understanding of ploys and counters

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

24.10.14 - Park Inn Birmingham West

12.12.14 - Manchester Conference Centre

13.02.15 - Dunkehalgh Hotel, Accrington

01.05.15 - Marriott Hotel, Gosforth Park, Newcastle

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

IPS 1 Introduction to Purchasing & Supply - 2 Day Course

TARGET:

New recruits to the function or those wanting a refresher course.

COURSE CONTENT

- Purchasing scope - objectives and development
- Proactive purchasing techniques - changing roles
- Major areas of concern - quality, delivery, stock control, strategic acquisition costs
- Purchasing policy - ethics
- Outsourcing - market testing
- Supplier evaluation and relationships
- Purchasing interface - delighting the customer
- Purchasing administration - quotations and orders
- Legal process - when is the contract made
- Basic negotiations - 4 phased approach
- Cost reduction techniques

SKILLS TRANSFER

- Awareness of purchasing contribution to organisational profitability and strategies
- Legal understanding
- Resolving issues through the negotiating process
- Effects of policy issues on purchasing performance
- Cost reduction techniques and methods

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

04/05.10.14 - Marriott Hotel, Gosforth Park, Newcastle

20/21.01.15 - Park Inn Birmingham West

10/11.03.15 - Manchester Conference Centre

19.05.15 - Dunkehalgh Hotel, Accrington

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £730.00 plus VAT, includes refreshments, lunch and learning materials.

PAE 1. Principles of Assertive Expediting - 1 Day Course

TARGET:

All those involved in the expediting activity and wishing to improve their effectiveness

COURSE CONTENT

- Expeditors role - specification
- How to make expediting effective
- Delivery problems - cause and effect
- Selecting appropriate expediting methods
- Measuring supplier performance
- Removing obstacles - methods
- Expeditor profile - assertive - aggressive - submissive
- Improved performance - tips

SKILLS TRANSFER

- Ability to discern between cause and effect
- Moving from negative to positive expediting
- Developing expediting methodologies
- Moving to assertive techniques
- Expediting methods

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

01.12.14 - Marriott Hotel, Gosforth Park, Newcastle

09.02.15 - Park Inn Birmingham West

18.05.15 - Manchester Conference Centre

29.06.15 - Dunkehalgh Hotel, Accrington

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

ACC 1. Introduction to Accounts & Finance for the Buyer - 1 Day Course

TARGET:

Buyers and managers who wish to gain an appreciation of financial knowledge.

COURSE CONTENT

- Introduction to costing and accounts
- Interpretation of accounts
- Balance sheet and Profit/Loss appraisal
- Budgeting - department and materials
- Capital investment appraisal
- Financial and ratio analysis
- Stock valuation and pricing

SKILLS TRANSFER

- Understanding of finance
- Knowledge of financial appraisal methods
- Appreciation of capital funding methods
- Understanding of the budgeting process and problems

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

02.12.14 - Dunkehalgh Hotel, Accrington

31.03.15 - Park Inn Birmingham West

09.06.15 - Manchester Conference Centre

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

RM 1 – Risk Management for Purchasers - 1 Day Course

TARGET:

Buyers and managers who wish to gain an appreciation of risk management.

COURSE CONTENT

- Sources of risk
- Outcomes of successful risk management
- Tools of analysis
- Mitigating or eliminating risk
- Developing a risk aware culture
- Sharing risk in the supply chain

SKILLS TRANSFER

- Risk awareness
- Methods for dealing with risk
- Developing a risk culture
- Tools of analysis

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

16.10.14 - Manchester Conference Centre

11.12.14 - Park Inn Birmingham West

13.02.15 - Dunkehalgh Hotel, Accrington

30.04.15 - Marriott Hotel, Gosforth Park, Newcastle

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

CM 1. Contract Management - 2 Day Course

TARGET:

All staff involved in the contract management process.

COURSE CONTENT

- Introduction and scope of project management
- Overview of contract management in different sectors of the economy
- Project management methodology
- Control, monitor and review - CPA
- Techniques e.g. price
- Project appraisal and assessment
- Contractual issues
- Sub contracting and outsourcing issues
- Tender processes
- Contract control
- Negotiations
- Post implementation

SKILLS TRANSFER

- Understanding of contract management methodologies
- Working knowledge of major problems
- Awareness of legal techniques
- Resolving conflicts through the negotiation process

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

18/19.11.14 - Marriott Hotel, Gosforth Park, Newcastle

14/15.01.15 - Dunkehalgh Hotel, Accrington

03/04.03.15 - Manchester Conference Centre

16/17.06.15 - Park Inn Birmingham West

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £730.00 plus VAT, includes refreshments, lunch and learning materials.

LAW 1. Commercial Law - 1 Day Course

TARGET:

Buyers with little knowledge of commercial law and those who want a refresher session/update.

COURSE CONTENT

- Introduction to major areas of commercial law
- Legal formation of contract
- Law in the buyer - seller relationship
- Remedies for breach of contract
- Sale of Goods Act and the buyer
- Product liability
- Trademarks and copyright - introduction

SKILLS TRANSFER

- Awareness of legal constraints
- Working knowledge of major legal concepts
- Understanding of battle of the forms
- Updated knowledge of legal issues

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

10.10.14 - Manchester Conference Centre

09.01.15 - Dunkehalgh Hotel, Accrington

27.03.15 - Marriott Hotel, Gosforth Park, Newcastle

05.06.15 - Park Inn Birmingham West

Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

NB: All courses can be run in house at times to suit client.

COURSE FEE £365.00 plus VAT, includes refreshments, lunch and learning materials.

VENUES

The addresses of the venues are given below:

Dunkenhalgh Hotel

Blackburn Road
Clayton-le-Moors
Blackburn/Accrington
Lancs.

Tel: 01254 398021

Park Inn Birmingham West

Birmingham Road
West Bromwich,
B70 6RS

0121 609 9988

Manchester Conference Centre

Sackville St
Manchester
M1 3BB

0161 955 8181

Marriott Hotel, Gosforth Park

High Gosforth Park
Newcastle Upon Tyne
NE3 5HN

01912364111

PLEASE NOTE: Delegates are responsible for arranging their own accommodation.

SPECIALIST COURSES

The courses below will be run on an "on demand" basis. Please contact us for more details of content and to arrange a suitable date. They can also be run in house for a minimum of 3 students.

| CODE | COURSE |
|-------------|--|
| OMP 1. | Outsourcing - Methodology and Practice |
| VCM 1. | Value Chain Management |
| AN 1. | Advanced Negotiation |
| SD 1. | Supplier Development |
| BM 1. | Benchmarking against the best |
| WCC 1. | World Class Concepts and the Buyer |
| MPP 1. | Measuring Purchasing Performance |
| SIP 1. | Strategic Issues and Purchasing |
| MPA 1. | Managing a Purchasing Activity |
| MB 1. | Marketing and the Buyer |
| LVO 1. | Dealing with Low Value Orders |
| DPA 1. | Developing the Purchasing Activity |
| SP 1. | Systems and the Purchasing Activity |

| | |
|--------|---------------------------------------|
| DC 1. | Delighting the Customer |
| MT 1 | Managing Time |
| SCM 1. | Supply Chain Management |
| GP 1. | Global Purchasing |
| S 1. | Stress and the Buyer |
| PC. | Purchasing Cards |
| EC 1. | E-Commerce – Purchasing Implications |
| CB. | Capital Buying |
| ACM | Advanced Contract Management – 2 days |
| LD. | Legal Developments |

CONSULTANCY

We undertake purchasing consultancy in a number of areas. For further information please contact:

Course Principal - Eleanor Wolf on Tel/Fax: 01200 440042 Mobile: 07737 136 056 Email: info@dmjonesassociates.co.uk

CENTRE OF EXCELLENCE - CIPS AWARD

D M Jones & Associates Ltd continues to hold Centre of Excellence status from the Chartered Institute of Purchasing & Supply in recognition of our training excellence. The standard that enabled us to hold the highest level training provision accolade from CIPS is also very evident in all our short courses.

For full details of our CIPS Certificate and Diploma courses please see our website or contact us directly.

D M JONES and ASSOCIATES LTD GROUP

We are an independent group of experienced lecturers, concerned exclusively with providing tuition in Purchasing and providing all three of the Diploma levels (Diploma, Advanced Diploma and the Professional Diploma) and the Certificate and Advanced Certificate levels of the Chartered Institute of Purchasing and Supply Diploma, making us a major provider of such courses in the UK.

Each lecturer is a specialist in his/her field with a minimum of five years' experience and a variety of qualifications.

Academic Director, Dr. David Jones (PhD, M.Sc, BSc, (Econ) Hons, FCIPS, MCIM, MBIM, Cert.Ed.) has been successfully providing directorship of CIPS courses for over twenty years. He is a purchasing consultant and visiting lecturer to several universities. He is also joint author of the UK's best-selling purchasing textbook.

Our Mission is:

To be the best deliverer of CIPS and Purchasing courses in the UK

We are deeply concerned with improving both the total quality and responsiveness of our courses to the customer.

SELECTED GROUP CLIENTS

- British Aerospace
- BNFL
- Silentnight
- Sherbury
- Royal Mail
- DSS
- Royal Ordnance
- Wolstenholme International
- Granby
- Lucas
- Leyland
- NHS
- John Wilman
- East Lancs Paper
- Rockwell Graphics
- Fenner's
- University of Central Lancashire
- Multipart
- Railtrack
- Gresham Bennett
- P & P Micro
- Jaguar
- Hurel Dubois
- James Hall
- ELTEC
- Learoy Packaging
- Prestige
- Nuclear Electric
- Jones Stroud
- Bristol Myers Squibb
- Cleanaway
- Harbour & General
- Hodder & Stoughton
- Edward Arnold
- Irish Inst of Purchasing & Materials Management
- Albion Motors
- Sovereign Group
- EDBRO
- Kellogg's
- DfEE
- Rolls Royce
- TRW
- Smith & Nephew
- Pitmans
- Barclays Bank
- BBC
- Strathclyde University
- Liverpool John Moores University
- London Underground
- Glamorgan University
- British Gas
- IBM
- Angus Fire Armour
- Baxi
- BICC
- British Airways
- Burnley Engineering
- Castle Cement
- Colgate Palmolive
- David Brown
- Delco
- Dorman Smith
- GEC
- Ferranti
- GPT
- ICI
- Turnbull
- Short Bros
- Rapid Results
- Tudor Business Publishing
- Wirral Metropolitan College
- Cardiff Business School
- Civil Service Staff College
- Wirral Borough Council
- National GIRO
- CamEra Security
- Volvo
- Bolton Metro
- Schwan Europe
- TRW
- HM Customs & Excise