

# **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**

**The Station House  
Station Road  
Whalley  
Clitheroe  
BB7 9RT**

**Tel/Fax: 01200 429048**

**Mobile: 07737 136 056**

**Email: [info@dmjonesassociates.co.uk](mailto:info@dmjonesassociates.co.uk)**

**Website: [dmjonesandassociates.co.uk](http://dmjonesandassociates.co.uk)**

Ver 12

## 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

11.09.19 - Manchester Conference Centre

23.10.19 - Dunkenhalgh Hotel, Accrington

08.04.20 - Marriott Hotel, Gosforth Park, Newcastle

13.05.20 - Park Inn Birmingham West

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

06.11.19 - Park Inn Birmingham West

22.01.20 - Manchester Conference Centre

04.03.20 - Dunkenhalgh Hotel, Accrington

10.06.20 - Marriott Hotel, Gosforth Park, Newcastle

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

10/11.10.19 - Marriott Hotel, Gosforth Park, Newcastle

09/10.12.19 - Park Inn Birmingham West

17/18.02.20 - Manchester Conference Centre

25/26.05.20 - Dunkenhalgh Hotel, Accrington

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

12.11.19 - Marriott Hotel, Gosforth Park, Newcastle

16.12.19 - Park Inn Birmingham West

04.02.20 - Manchester Conference Centre

09.04.20 - Dunkenhalgh Hotel, Accrington

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

02.10.19 - Dunkenhalgh Hotel, Accrington

18.02.20 - Park Inn Birmingham West

15.07.20 - Manchester Conference Centre

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

01.10.19 - Manchester Conference Centre

12.12.19 - Park Inn Birmingham West

16.03.20 - Dunkenhalgh Hotel, Accrington

22.06.20 - Marriott Hotel, Gosforth Park, Newcastle

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

26/27.09.19 - Marriott Hotel, Gosforth Park, Newcastle

27/28.01.20 - Dunkenhalgh Hotel, Accrington

09/10.03.20 - Manchester Conference Centre

01/02.06.20 - Park Inn Birmingham West

Tel: 01200 429048 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

14.10.19 - Manchester Conference Centre

23.01.20 - Dunkenhalgh Hotel, Accrington

08.04.20 - Marriott Hotel, Gosforth Park, Newcastle

17.06.20 - Park Inn Birmingham West

Tel: 01200 429048 Mobile: 07737 136 056 Email: [info@dmjonesassociates.co.uk](mailto: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

### **The Grand 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.

<b>CODE</b>	<b>COURSE</b>
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 Tel: 01200 429048 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, MSc, 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 provide the highest quality 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.