

D. M. JONES & ASSOCIATES LTD

Established 1986

Short Business Course Prospectus

SEPTEMBER 2011

SEPTEMBER 2012



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**

**Dr David Jones
24 Green Drive,
Clitheroe,
Lancashire
BB7 2BB**

Tel/Fax: 01200 424047

Mobile: 07802 794946

Email: djones4176@aol.com

Website: dmjonesandassociates.co.uk

Ver 1 22.07.10

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 good 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

5th September 2011	Dunkenhalgh Hotel, Blackburn
9th October 2011	Glendower Hotel, Lytham St Annes
14th December 2011	Holiday Inn, Sheffield
4th January 2012	Dunkenhalgh Hotel, Blackburn
5th February 2012	Glendower Hotel, Lytham St Annes
11th March 2012	Dunkenhalgh Hotel, Blackburn
10th June 2012	Holiday Inn, Edinburgh
15th July 2012	Holiday Inn, Leeds
19th August 2012	Dunkenhalgh Hotel, Blackburn

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

7th September 2011	Dunkenhalgh Hotel, Blackburn
19th October 2011	Glendower Hotel, Lytham St Annes
23rd November 2011	Holiday Inn, London
25th January 2012	Dunkenhalgh Hotel, Blackburn
22nd March 2012	Dunkenhalgh Hotel, Blackburn
10th May 2012	Dunkenhalgh Hotel, Blackburn
14th June 2012	Holiday Inn, Edinburgh
12th July 2012	Glendower Hotel, Lytham St Annes

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

09/10th Sept 2011	Dunkenhalgh Hotel, Blackburn
11/12th Nov 2011	Glendower Hotel, Lytham St Annes
13/14th Jan 2012	Holiday Inn, London
17/18th March 2012	Dunkenhalgh Hotel, Blackburn
05/06th May 2012	Holiday Inn, Sheffield
23/24th June 2012	Dunkenhalgh Hotel, Blackburn
21/22nd July 2012	Glendower Hotel, Lytham St. Annes
18/19th August 2012	Holiday Inn, Edinburgh

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

1st October 2011	Dunkenhalgh Hotel, Blackburn
19th November 2011	Holiday Inn, London
7th January 2012	Glendower Hotel, Lytham St Annes
8th April 2012	Dunkenhalgh Hotel, Blackburn
10th June 2012	Dunkenhalgh Hotel, Blackburn
12th August 2012	Holiday Inn, Sheffield

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

12th November 2011	Glendower Hotel, Lytham St. Annes
10th December 2011	Dunkenhalgh Hotel, Blackburn
28th January 2012	Dunkenhalgh Hotel, Blackburn
18th March 2012	Holiday Inn, Sheffield
24th June 2012	Dunkenhalgh Hotel, Blackburn

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

23rd September 2011	Dunkenhalgh Hotel, Blackburn
25th November 2011	Dunkenhalgh Hotel, Blackburn
10th February 2012	Glendower Hotel, Lytham St Annes
21st April 2012	Glendower Hotel, Lytham St Annes

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.

DPD 1. Developing the Purchasing Department - 1 Day Course

TARGET:

Managers who wish to successfully manage the development of their purchasing department.

COURSE CONTENT

- Meaning of purchasing development
- Stages/models of purchasing development
- Identifying and profiling the purchasing activity
- Establishing stage of development reached - way ahead
- Purchasing strategic expectations
- Planning new profiles and implementation - benchmarking
- Measuring performance before and after

SKILLS TRANSFER

- Understanding of purchasing development
- Analytical methodology
- Purchasing profiling methodology
- Establishing purchasing roles and expectations in an organisation

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

17th September 2011	Glendower Hotel, Lytham St Annes
12th November 2011	Dunkenhalgh Hotel, Blackburn
17th December 2011	Holiday Inn, London
11th February 2012	Glendower Hotel, Lytham St Annes
8th April 2012	Dunkenhalgh Hotel, Blackburn
17th June 2012	Dunkenhalgh Hotel, Blackburn

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

09/10th September 2011	Glendower Hotel, Lytham St Annes
07/08th October 2011	Dunkenhalgh Hotel, Blackburn
02/03rd December 2011	Holiday Inn, Leeds
10/11th February 2012	Dunkenhalgh Hotel, Blackburn
07/08th April 2012	Glendower Hotel, Lytham St Annes
02/03rd June 2012	Dunkenhalgh Hotel, Blackburn

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

21st September 2011	Dunkenhalgh Hotel, Blackburn
19th October 2011	Glendower Hotel, Lytham St Annes
7th December 2011	Dunkenhalgh Hotel, Blackburn
8th February 2012	Dunkenhalgh Hotel, Blackburn
12th April 2012	Glendower Hotel, Lytham St Annes
14th June 2012	Holiday Inn, Edinburgh

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.

PSCM 1. Purchasing & Supply Chain Management - 1 Day Course

TARGET:

More senior purchasing staff, with emphasis given to strategy/policy aspects of purchasing.

COURSE CONTENT

- Developing purchasing strategic tools of analysis
- Purchasing evolution leading to purchasing profiling and diagnosis
- World Class concepts - purchasing's role
- Benchmarking purchasing performance
- Purchasing and the supply chain
- Supplier positioning analysis
- Concept of delighting the customer internally and externally

SKILLS TRANSFER

- Strategic tools of analysis
- Purchasing strategy formulation
- Moving away from price concepts to strategic acquisition costs
- Purchasing profiling - moving away from clerical/reactive to strategic
- Supplier positioning - buyers opportunity costs concepts
- Identifying areas for purchasing

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

1st October 2011	Dunkenhalgh Hotel, Blackburn
12th November 2011	Glendower Hotel, Lytham St Annes
4th February 2012	Dunkenhalgh Hotel, Blackburn
11th March 2012	Holiday Inn, Edinburgh
6th May 2012	Dunkenhalgh Hotel, Blackburn
15th July 2012	Holiday Inn, London

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.

FP 1. Finance for Purchasing - 2 Day Course

TARGET:

Buyers and managers who wish to gain a deeper financial knowledge.

COURSE CONTENT

- Key financial statements of an organisation
- Financial appraisal of suppliers
- Costing and pricing strategies
- Sources of finance
- Capital investment appraisals
- Managing financial risk

SKILLS TRANSFER

- Understanding finance
- Appreciation of funding methods
- Supplier appraisal
- Understanding concept of risk

DATES AND TIMES

Start 9.00am, Lunch 1.00pm, Finish 5.00pm

06/07th October 2011	Glendower Hotel, Lytham St Annes
15/16th December 2011	Dunkenhalgh Hotel, Blackburn
12/13th January 2012	Glendower Hotel, Lytham St Annes
16/17th March 2012	Glendower Hotel, Lytham St Annes
21/22nd June 2012	Glendower Hotel, Lytham St Annes

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.

VENUES

The addresses of the four venues are given below:

DUNKENHALGH HOTEL

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

Tel: 01254 398021

Situated just off Junction 7, M65.

HOLIDAY INN

Oxford Circus
Welbeck Street
London

Tel: 0171 935 442

GLENDOWER HOTEL

North Promenade
Lytham St Annes
Blackpool
Lancs.

Tel: 01253 723241

Situated on the seafront near the centre of St Annes. Leave M55 at Junction 4 and follow signs to Blackpool and Lytham St Annes.

HOLIDAY INN

Crown Plaza
80 High Street
Royal Mile
Edinburgh

Tel: 0131 557 9797

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

SPECIALIST COURSES

The courses below will be run during 2011-2012 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:

Dr. David M Jones, PhD, M.Sc, BSc, (Econ) Hons, FCIPS, MCIM, MBIM, Cert.Ed. at the address shown on the front.

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 Levels 2 to 6 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 in presenting such courses.

Course Director, Dr. David Jones 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 North of England

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