



ECAR ENGINEERING CENTRE

Modular training program «Engineering Center Management School»

Catalogue of module «SUPPLIER MANAGEMENT»

Training list:

- Practical aspects of organizing work with engineering service suppliers (1 day training)

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JSC ENGINEERING CENTER ECAR

Seminar program:

"Practical aspects of organizing work with engineering service suppliers"

Moscow



1. SEMINAR PURPOSE:

To acquaint participants with principles, methodology, and tools for organizing the process of work with engineering service suppliers.

2. TARGET AUDIENCE:

The seminar is meant for representatives of design departments, documentation quality assurance departments, departments of procurement and interaction with suppliers of mechanical engineering enterprises.

3. SEMINAR CHARACTERISTICS:

- ✓ The duration of the seminar – 8 acad. hours (1 day);
- ✓ Seminar timing – from 10.00 to 17.15;
- ✓ Breaks: two coffee breaks and lunch.

4. SEMINAR DESCRIPTION:

During the seminar, attendees will get acquainted with the unique practical experience and receive recommendations on the organization of a full cycle of work with engineering service suppliers from the engineering center specialists of the leading European aircraft corporation.

5. CRITERIA FOR SUCCESSFUL SEMINAR COMPLETION:

- ✓ Basic knowledge of supplier management;
- ✓ Compliance with the timing, rules of participation in the seminar;
- ✓ Initiative behavior of attendees;
- ✓ An open form of discussion of issues under consideration.

6. SEMINAR OUTPUT:

The attendee receives theoretical knowledge about the principles and methodology of organizing the process of work with engineering service suppliers and practical skills on the topic of the seminar.

7. SEMINAR CONDITIONS:

- ✓ The possibility of conducting classes using teaching aids (computer or laptop, projector, screen, blackboard, etc.);
- ✓ The ability to work under normal lighting conditions and in ventilated classrooms;
- ✓ The ability to freely use sanitary facilities and break areas;
- ✓ The seminar can be held both face-to-face and online.

Handout materials issued to attendees:

- ✓ Seminar training program;
- ✓ Seminar handout material (for educational purposes).



8. SEMINAR SCHEDULE:

Topic No.	Topic name	Time, hour
1	Registration of attendees. Presentation of the lecturer. Information about JSC ECAR, the company's goals in the field of training. The rules of the seminar.	09.30–10.00
2	Procurement regulations, procurement policy.	10.00–11.30
Break (coffee break)		11.30–11.45
3	<p>A brief presentation about the company.</p> <p>The process of work with suppliers:</p> <ul style="list-style-type: none"> - Evaluation of necessity and formats of supplier engagement; - Methods for labour intensity assessment of the supplier work. Formation of the target cost of work; - Features of the supplier selection process: formation of objective evaluation criteria and organization of tenders. <p>Practice: statement of work for a supplier.</p>	11.45–13.15
Break (lunch)		13.15–14.00
4	<p>The process of supplier management:</p> <ul style="list-style-type: none"> - Organization of supplier management. Formation and control of key performance indicators; - Acceptance of supplier work results. Contractor evaluation based on performance. <p>Practice: key performance indicators for a supplier.</p>	14.00–15.20
Break (coffee break)		15.20–15.30
5	<p>Specifics of the contract with engineering service supplier:</p> <ul style="list-style-type: none"> - Important aspects in the formation of contract documentation; - Advantages and disadvantages of various types of contracts with a supplier. <p>Approaches to managing a supplier depending on its category.</p>	15.30–16.45
6	Questions and answers. Summing-up and certificate issuing.	16.45–17.15