



# The Global Standard for Procurement and Supply

Version 3.0 – Published 2017

Leading global excellence in procurement and supply

# Segment 10.1 Develop Your Capabilities for Procurement and Supply

**Level:** Tactical

**Theme:** Developing Self & Personal Skills

| Knowledge: Will know and understand                 | Capabilities: Will be able to                                                                                                                              |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The importance of self-development                  | Seek and respect the comments of others to improve efficiency and effectiveness at work                                                                    |
| Different problem solving methods                   | Work with others in the team to solve problems that may arise in your area of responsibility reporting any difficulties to your supervisor or line manager |
| The need for honesty and integrity                  | Maintain personal and professional honesty and integrity                                                                                                   |
| Strategies to cope with change                      | Be open and flexible to change seeing it as an opportunity not a threat                                                                                    |
| The importance of conflict management               | Recognise that conflict can occur with colleagues and work to minimise conflict situations that could affect the team                                      |
| The importance of equality, diversity and inclusion | Promote best practice in equality, diversity and inclusion                                                                                                 |

| Knowledge: Will know and understand                          | Capabilities: Will be able to                                                                                                    |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| The importance of negotiating requirements with stakeholders | Contribute to the effective negotiation of requirements with internal stakeholders and create best value outcomes with suppliers |

|                                         |                                                                                                                         |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| The importance of the use of technology | Be familiar with the use of technologies used for liaising with stakeholders and seek help and support when appropriate |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

## Related CIPS Knowledge Links

[Influencing Skills - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/)

[Change Management - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Change-Management1/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Change-Management1/)

[Influencing Skills - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/)

[Conflict Resolution - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Developing-and-managing-contracts/Conflict-Resolution/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Developing-and-managing-contracts/Conflict-Resolution/)

[Stakeholders - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/)

[Sustainable and Ethical Procurement - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Sustainability/Sustainable-and-Ethical-Procurement/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Sustainability/Sustainable-and-Ethical-Procurement/)

[Negotiation - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Strategy-policy/Negotiation/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Strategy-policy/Negotiation/)