

## Overview

This CPSM / CSM Exam preparation program is presented by the most experienced supply management credentialing trainer in the country. The workshop assists candidates in preparing for CPSM / CSM Exam #3, one of the three exams required for all candidates seeking their CPSM or CSM. The program's interactive format includes lecture, discussion, examples, exercises and practice testing and review. It is suitable for a wide range of purchasing and supply professionals and is supported with a PowerPoint presentation and a bound handout. Whether you are a seasoned veteran or a rookie in the field, these workshops will provide a heightened level of awareness of concepts, methods and strategies essential in passing Exam #3.

## CPSM / CSM Exam #3 Program Outline

Presented by Merle W. Roberts, CPSM, C.P.M.

### Leadership

- Task 3-A-1 Represent the supply management organization in decisions related to the organization policies.
- Task 3-A-2 Develop and implement business plans.
- Task 3-A-3 Develop, implement and monitor a strategic supply management plan.
- Task 3-A-4 Plan/develop/provide operating policies, guidelines and procedures.
- Task 3-A-5 Develop/implement changes to supply management policies as needed.
- Task 3-A-6 Participate in company acquisitions, mergers and divestitures.
- Task 3-A-7 Represent the supply organization in meetings with corporations and government agencies.
- Task 3-A-8 Lead or participate in cross-functional and/or multifunctional teams.
- Task 3-A-9 Disseminate information & promote training related to supply management policies and procedures.
- Task 3-A-10 Market the value of strategic sourcing and sourcing strategies.
- Task 3-A-11 Evaluate the supply management organizational structure and modify as necessary.
- Task 3-A-12 Hire, develop, retain, promote and/or dismiss supply management personnel.
- Task 3-A-13 Supervise and lead human resources to achieve initiatives.
- Task 3-A-14 Conduct/authorize job training for the professional development of the staff.
- Task 3-A-15 Develop/manage/evaluate/measure relationships with internal departments.
- Task 3-A-16 Develop/utilize criteria for evaluating supply management department performance.
- Task 3-A-17 Conduct role design evaluation and potential job redesign requirements.
- Task 3-A-18 Create and manage a succession plan.

### Risk and Compliance

- Task 3-B-1 Develop, implement and manage a risk profile and strategies.
- Task 3-B-2 Develop and implement a risk management and/or claims management program.
- Task 3-B-3 Implement supply management processes in consideration of legal issues.
- Task 3-B-4 Develop/implement/maintain a database/physical filing system.
- Task 3-B-5 Verify the existence, accuracy and completeness of relevant financial transactions.
- Task 3-B-6 Assess risk from end of life cycle issues in the marketplace.
- Task 3-B-7 Manage and control the storage/disposal of hazardous/regulated materials.
- Task 3-B-8 Comply with programs that prevent and respond to discrimination or harassment.

### Strategic Sourcing

- Task 3-C-1 Establish and execute strategic sourcing plans.
- Task 3-C-2 Establish and standardize strategic sourcing procedures and business process improvements.
- Task 3-C-3 Identify, evaluate, select and implement technologies that support supply management functions.
- Task 3-C-4 Leverage spend through identification, prioritization, development and execution of strategies.
- Task 3-C-5 Conduct analysis to determine insourcing or outsourcing strategy.
- Task 3-C-6 Create new systems and process improvements to help the organization meet sales goals.

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