



Course Title:	Talent Management Strategies for the Modern Public Procurement Office
Delivery Method:	Web Based Training (WBT) – Self Paced
Contact Hours:	3 Hours
CEUs Available	Upon completion of all course requirements (described below), participants are eligible to receive .3 CEUs
Registration:	Price: \$60  Log on to the <a href="https://procurementu.myabsorb.com">https://procurementu.myabsorb.com</a> (LMS) to register, access the course and materials.
Course Contact:	Please contact <a href="mailto:procurementu@naspo.org">procurementu@naspo.org</a> for troubleshooting or any questions pertaining to the course. Procurement U staff will respond promptly.

**Course Description:**

This Procurement U online course is designed to familiarize students with the challenges facing procurement offices in talent recruitment and retention. In this course, students will learn the best strategies to improve recruiting practices, gain an understanding of the methods to develop the skills and abilities of high-performing talent, become familiar with the steps for effective talent coaching and developing a succession plan, and gain the basic knowledge to develop a positive workplace culture to improve talent retention.

*Suggested Audience:* Chief Procurement Officers, Procurement Managers, or personnel with staff management and training responsibilities

**Goal(s):**

To provide procurement officers with an understanding of the talent recruitment and retention challenges facing procurement offices and the tools to overcome those challenges.

**Learning Objectives:**

Upon completion of this course participants will be able to:

1. Identify challenges facing procurement offices in talent recruitment and retention.
2. Define the four-step talent management strategy.
3. Identify strategies to improve recruiting practices.
4. Describe the methods to develop the skills and abilities of high-potential and high-performing talent for effective talent development and retention.
5. Define the steps to effective talent coaching to help develop talent succeed.
6. Outline the steps necessary to build a strong succession plan.
7. Identify ways to build a positive workplace culture to improve talent retention

**Assessment of Learning:**

Participant's learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post exam is required for the course to be considered complete and eligible for continuing education units (CEUs).

**Universal Public Procurement Certification Council (UPPCC):**

Certified Public Procurement Buyer (CPPB) Body of Knowledge \_ Domain I Procurement Administration

Certified Public Procurement Officer (CPPO) Body of Knowledge \_ Domain I Procurement Administration

**Course Technology Requirements:**

- Internet Connection
- Ability to play and listen to audio through computer speakers or headphones
- Access to [Procurement U LMS](#)

**Course Structure:**

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. To enhance engagement and learning, relevant podcast recordings and videos have been included. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. Please note that this course does not have narration.

**Course Completion Requirements for CEUs:**

In order to receive CEUs, participants in this course are required to show mastery of the learning outcomes. This is shown through completion of the course post-test. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post test is required for the course to be considered complete and eligible for continuing education units (CEUs).

A certificate of completion showing earned CEUs is available at the completion of the course and is found in the [Transcript](#) menu. You can export the certificate as a PDF and/or print it for your records.

**Cancellation & Refund Policy:**

All cancellations must be made in writing and emailed to [procurementu@naspo.org](mailto:procurementu@naspo.org). Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

**Proprietary Interest Policy:**

Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

### **Privacy and Information Security Policy:**

NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please [click here](#).

### **References and Recommended Readings**

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