Resources to Grow as a Procurement Professional

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Learning Objectives

- Discuss challenges for public procurement as a profession
- Develop plans for professional development
- Review resources available from NASPO
- Share additional questions, thoughts, and resources

Goal: To help you grow as a procurement professional.

87 % of workers believe it's essential to develop new skills throughout their life to keep up with the changing workplace.

Citation: Pew Research Center

Public Procurement as a Profession

Then

Now

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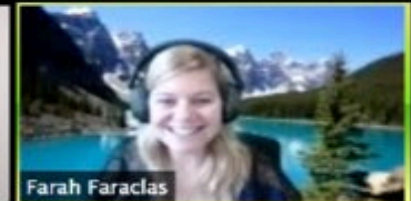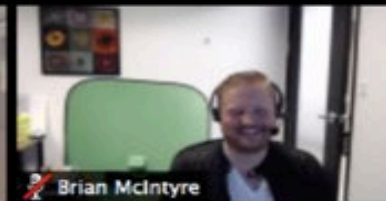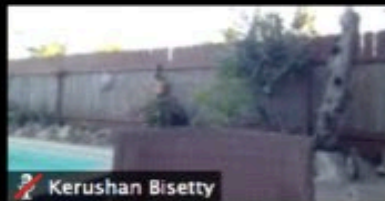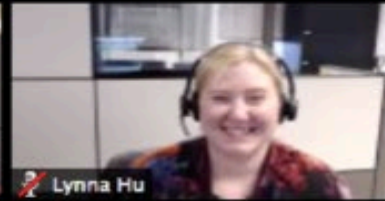
The Future?

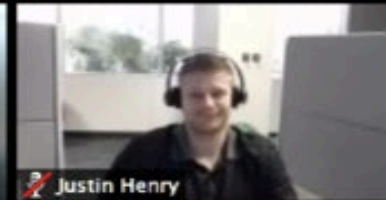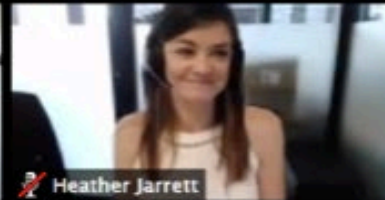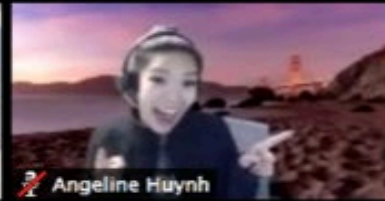| Examples	Capabilities	Limitations
"Explain quantum computing in simple terms" →	Remembers what user said earlier in the conversation	May occasionally generate incorrect information
"Got any creative ideas for a 10 year old's birthday?" →	Allows user to provide follow-up corrections	May occasionally produce harmful instructions or biased content
"How do I make an HTTP request in Javascript?" →	Trained to decline inappropriate requests	Limited knowledge of world and events after 2021

Send a message...

ChatGPT Mar 23 Version. Free Research Preview. ChatGPT may produce inaccurate information about people, places, or facts

The Profession is…

Procure	Manage	Negotiate	Analyze	Maintain	Leverage	Recommend
Procure complex goods and services	Manage agency relationships	Negotiate scope of work, prices, and terms and conditions	Analyze market data, trends, and forecasts	Maintain the integrity of the procurement process	Leverage state spend and economies of scale	Analyze and recommend improvements

Soft Skills

Communication	Relationship Management	Conflict Resolution	Creative Thinking
Problem Solving	Decision Making	Critical Thinking	Customer Service/Public Service

Strategic Skills

DATA ANALYTICS

PROJECT
MANAGEMENT

TECHNOLOGY
SYSTEMS
MANAGEMENT

NEGOTIATIONS

Trends

Elevating the Profession

Becoming a Lifelong Learner

Expansion of Online Solutions

The Importance of Certification

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Talent Management Process

1. **Designing**: Identify gaps in workforce and develop a strategy for recruiting talent.

2. **Attracting**: Develop a process for attracting, selecting, and properly onboarding staff.

3. **Developing**: Create individual professional development plans, mentorship programs, succession plans and other strategies.

4. **Retaining**: Create a positive work culture. Build programs and opportunities that help improve engagement.

Informal Learning

- Self-Study
- Discussion Groups
- Job Rotations
- Lunch and Learns
- Mentor Programs

Formal Learning

- Academic Degrees and College-Level Courses
- Online Courses
- Internal Trainings/Certifications
- Seminars

Where do you start?

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Step 1: Develop a Plan

Individual Development Plans

- Individual Development Plans (IDPs) are written professional development plans for each employee to help them grow professionally and personally.

- An IDP's primary objectives are to:
  - Help employees realize their long-term and short-term goals
  - Improve job performance

Elements of an IDP

- **Developmental Needs**: Identify the current knowledge, skills, and abilities of the staff member. Then determine what is needed for improvement and growth.

- **Training Development Objectives**: Develop specific and measurable objectives to help expand the employee's skillset.

- **Training Development Opportunities**: Identify different types of developmental activities that staff could complete to achieve their desired training

Activity: Design your own IDP

- Let's take a few minutes to think about our own development...

  - What knowledge, skills, or abilities do you need or want?

  - What opportunities exist for you to get that knowledge or grow those skills?

  - How will you know when you've achieved your goals?

Don't Forget: Debrief Your IDP!

- Return to the IDP to compare the objectives to the results.

- Was the development opportunity completed?

- What were the results?

- What was your/their experience?

- How have you/they applied what was learned to the job?

- What's next?

Step 2: Don't Reinvent the Wheel

NASPO Resources

Procurement U Resources

NASPO Publications and Webinars

Procurement Pulse

Procurement Toolbox

Internship Toolkit

Mentorship Toolkit

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FREE Courses & Videos

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- *Customer Service*
- *Construction Procurement*
- *Supplier Diversity*
- *Modern Market Research*
- *Effective Evaluation Teams*
- and more!

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Online Course

105 - Introduction to Terms and Conditions
Online Course · 3m

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Online Course

Modern Market Research: Who, What, When, Where,
Online Course · 5h

Customer Service in Government Procurement
Online Course · 8h 24m

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Online Course · 1h 34m

104 - Intro...
Negotiati...
Online Cou...

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Seeking Procurement Certifications

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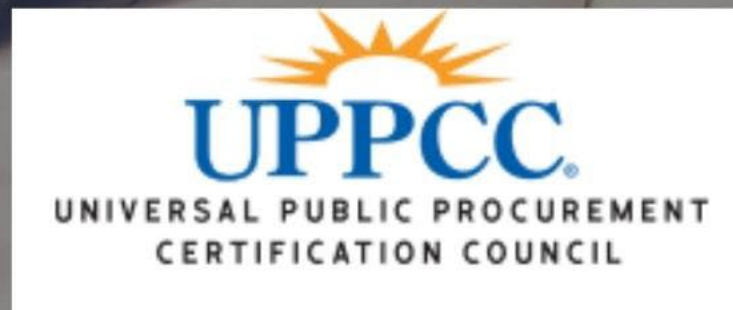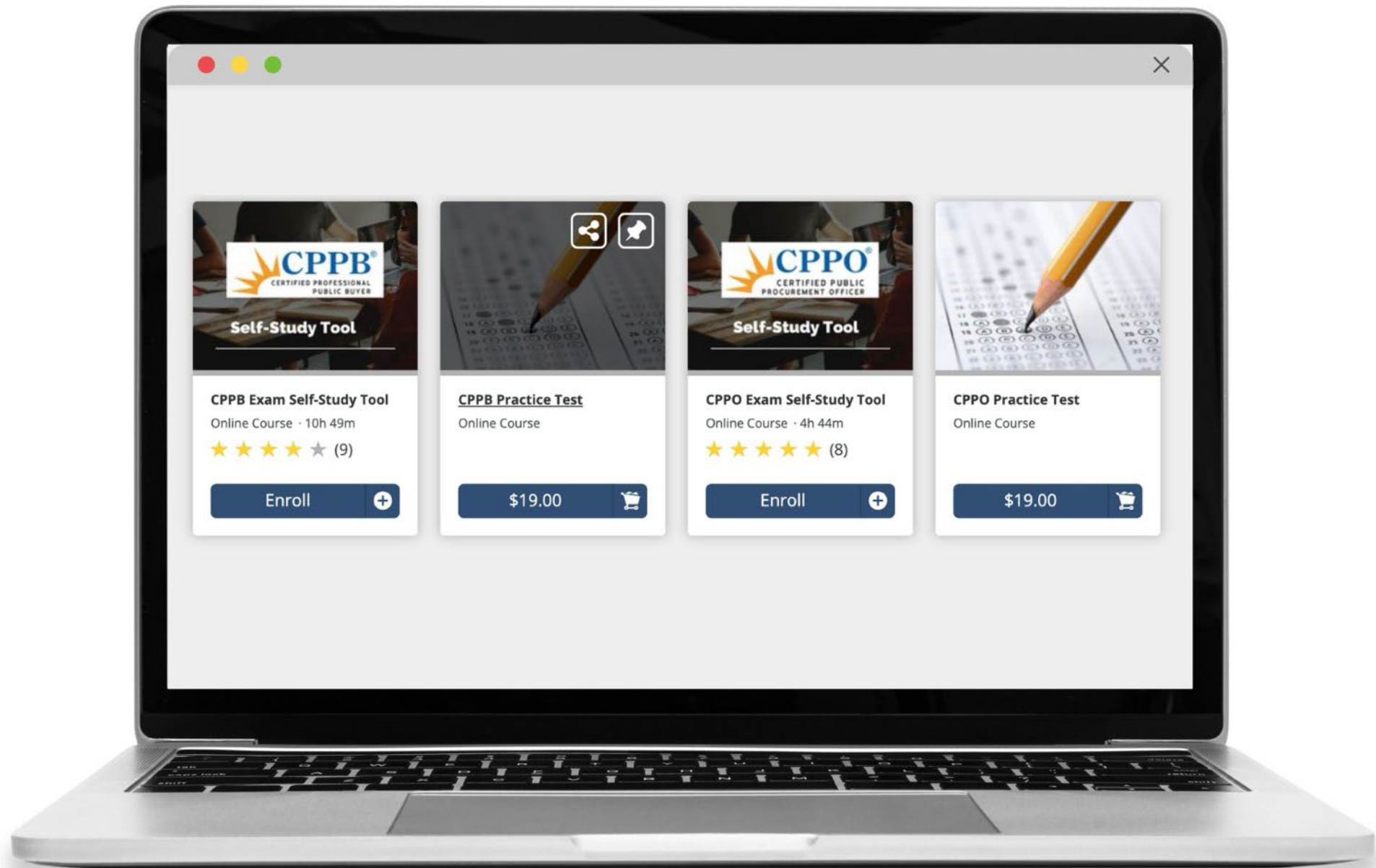

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Exam Fee: $315

$680 total*

*non-members

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Free talent development resources

Scan this code for a link to the resources discussed in today's session, including free courses, toolkits, and a digital IDP template.

Questions?

procurementu@naspo.org

Discussion and Questions

- What barriers exist to your professional development?

- How do you see your way around them?

- What resources do you love that you want to share with this group?

- What other questions do you have?

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Thank you!