Faysal Aziz

AI-Enabled Procurement

Practical AI Skills for Modern Procurement Professionals - 1 day

FA-0086 · 1 day

Agentic & Generative AI

Introduction

Procurement is rapidly evolving from a transactional function into a strategic business partner. Artificial Intelligence (AI) and Generative AI are helping procurement professionals reduce manual effort, improve supplier analysis, accelerate document creation, and make better-informed decisions. Organizations are increasingly investing in AI literacy for procurement teams, while emphasizing governance, data privacy, and responsible use of AI.

This one-day awareness course provides procurement personnel with a practical introduction to AI and its application in everyday procurement activities. The focus is on understanding the technology, identifying suitable use cases, learning effective prompt engineering techniques, and adopting AI responsibly in the workplace. The instructor brings over 30 years of industry experience and delivers practical, industry-driven content rather than purely academic theory.

Learning outcomes

By the end of this course, participants will be able to:

- Understand the fundamentals of AI and Generative AI.
- Explain how AI is transforming procurement functions.
- Identify practical AI use cases across procurement activities.
- Create effective prompts to improve AI-generated outputs.
- Apply AI tools to common procurement documentation and communication tasks.
- Recognize ethical, security, confidentiality, and governance considerations when using AI.
- Understand procurement's evolving role in digital business transformation.

Prerequisites

- Basic understanding of procurement processes.
- Familiarity with Microsoft Office applications.
- No programming or AI experience required.

Training outline

1. Introduction to AI in Procurement

1. What is Artificial Intelligence?
2. What is Generative AI?
3. Current AI trends in procurement
4. Opportunities and limitations

2. Digital Transformation and AI in Procurement

1. Procurement's changing role
2. AI-enabled procurement processes
3. Everyday productivity improvements
4. Human expertise versus AI assistance

3. Practical AI Use Cases

1. Supplier research
2. Spend analysis support
3. Supplier communications
4. RFQ and RFP drafting
5. Contract summarization
6. Meeting summaries
7. Report generation

4. Prompt Engineering for Procurement Professionals

1. Understanding prompts
2. Elements of an effective prompt
3. Improving AI responses

4. Creating reusable prompts
5. Practical prompt-writing techniques

5. Using Generative AI in Daily Procurement Operations

1. Drafting emails and correspondence
2. Creating procurement documents
3. Summarizing supplier information
4. Preparing negotiation notes
5. Creating executive summaries
6. Brainstorming procurement improvements

6. Responsible and Secure Use of AI

1. Data privacy
2. Confidentiality considerations
3. Ethical use of AI
4. Verifying AI-generated information
5. Organizational AI policies
6. Human review and approval

7. Procurement's Role in Business Transformation

1. Supporting organizational digital initiatives
2. Enhancing collaboration with AI
3. Future skills for procurement professionals
4. Building an AI-ready procurement culture

8. Course Wrap-Up

1. Key takeaways
2. Questions and discussion
3. Next steps for AI adoption

Disclaimer

This training outline is intended as a guideline for the proposed one-day course. The instructor may modify, expand, reorder, or omit topics during delivery to accommodate participant experience levels, organizational priorities, available time, emerging industry developments, or learning requirements without prior notice. Such adjustments are made to ensure the training remains practical, relevant, and aligned with current industry practices.

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