

June 2022





Agenda

- Meet the staff
- **FY23 Chapter Seminar Agreements**
- Benefits of hosting courses
- How do we host?
- Guidelines for hosting in-person courses Evening/weekend virtual offerings
- Direct deposit for rebate checks
- Chapter Visits
- NIGP Pathways Content
- Resources



Introduction of NIGP Staff



Carrie Winter



Marlena Bludzien



Karen Robinson



Jennifer Steffan



Charles Taylor



2023 Chapter Seminar Agreements



FY23 Chapter Seminar Agreements

2023 contracts were sent to the Chapter Presidents this morning

- Please sign and return to <u>events@nigp.org</u>.
- For questions or concerns, contact Karen Robinson at <u>krobinson@nigp.org</u>

Highlights:

- Registration fees for courses will increase beginning September 2022
- Chapters earn 10% of gross revenue on all confirmed and held courses
- NIGP will continue with no late registration fees





Benefits of Hosting Courses



Benefits of Offering NIGP Courses to your Membership

- Establish education opportunities for your chapter members to earn CEU's and gain contact hours
- Earn money for the chapter
- Chances are you will have registrants outside your chapter that will add to your earning ability



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How Do We Host Courses?



Chapter Professional Development Survey

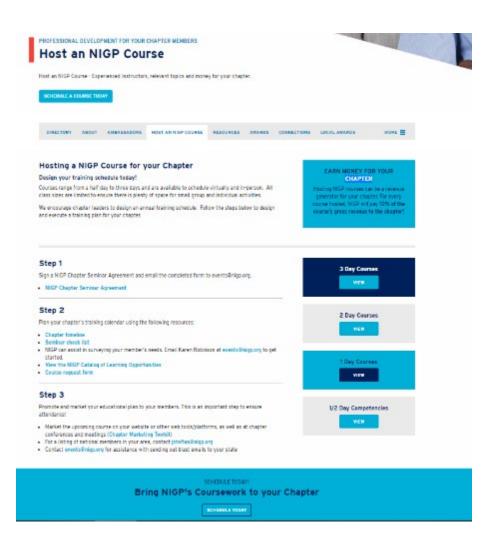
- NIGP has a chapter professional development survey that will help assess the chapter member's current course interests and availability
- NIGP can provide you with the questions on the survey or you can contact <u>events@nigp.org</u> if you would like NIGP to send it out for you





How to host a course

- 1. Visit the Chapter Page on the NIGP website
- 2. Click on the "Host a NIGP Course" tab
- Use the tools on the page to help plan your chapter's training calendar
 - Scroll down to view available courses by length of time
- 4. Once you have decided on which courses to offer, complete a <u>course request form</u>
- 5. Get confirmation that your course(s) have been scheduled
- 6. Communicate to your chapter members!
 - ✓ Marketing toolkit available
 - ✓ We can help market your courses! Contact us at <u>events@nigp.org</u> for assistance.





How to host a course, contd.

- Instructor Assignment
 - Call for instructors issued by NIGP
 - Instructor assigned and course scheduled by NIGP
- Course scheduled and notification sent:
 - Course coordinator and instructor receive an email which includes contact information and the link for chapter website marketing
- Marketing by the chapter should begin
 - Resources for marketing the course can be found under Step 3 on the "Host a NIGP Course" page
 - NIGP will also market the course



How to host a course, contd.

- Confirming a course:
 - All NIGP virtual courses must have 5 registrants to confirm; in-person courses must have 10 registrants to confirm
 - All NIGP virtual and in-person co-sponsored courses must have 15 registrants to confirm
 - Those courses that do not meet the minimum requirements may be canceled or rescheduled.
 - NIGP will work with each chapter before they cancel the course to see if there is another option
 - NIGP will reach out to the registrants and offer them inclusion in another course being offered at another time.



How to host a course, contd.

- Once confirmed:
 - For all in-person courses, approximately 3 weeks from the start date, NIGP will order
 materials to be delivered to the course coordinator at the address on the request form.
 Please email events@nigp.org if you do not receive the material 7 days from the start date.
 - All participants will fill out the information form and sign in on the sheet provided.
 - Once the class is over, the course coordinator will mail all unused textbooks back to NIGP.
 The sign in sheet and the participant information forms must be emailed to events@nigp.org within 24 business hours. Once received, NIGP can verify the attendance and launch the post work for the attendees.
 - For all virtual courses, the instructor will email the attendance record to NIGP within 24 business hours of the course end time. NIGP then has 48 business hours to verify the attendance and launch the post work.
 - Additionally, once the attendance is verified, NIGP will submit for the chapter rebate.



Guidelines for Hosting In-Person Courses



We look forward to welcoming you back to the classroom!

We are once again accepting requests for in-person courses!

Remember, in-person attendance minimums are higher than virtual. Allow plenty of time to schedule and market your in-person classes to ensure minimums are met.





Ensure a Safe Environment for In-Person Courses

- Course hosts must abide by all local, state and federal laws, recommendations and requirements regarding safety and health with regard to COVID outbreaks
 - Chapter's responsibility to know all laws and procedures





Evening and Weekend Virtual Options



Evening and weekend hosting options

NIGP recently and successfully piloted evening and weekend courses

- Half-day courses available:
 - Monday-Friday
 - 5PM 9PM
 - 6PM 10PM
- One-day courses were piloted on Saturdays and two-day courses were piloted using two consecutive Saturdays
- Feedback from the two-day course indicated there may be interested in scheduling on Saturday and Sunday instead of two consecutive Saturdays.
- Do you think your members would be interested?



Direct Deposit for Rebate Checks



Direct Deposit for Rebate Checks

NIGP continues to work to provide direct deposit to chapters for rebate checks

- NIGP sent out direct deposit forms to be completed and returned with a copy of a voided check
- If you have not yet done so, please return those as soon as possible
- For those Canadian chapters, we are still working through the process
- For questions or concerns, contact Karen Robinson at <u>krobinson@nigp.org</u>

Highlights:

- Receive money quicker
- Money deposited directly into the chapter account
- No need to manually deposit the check





Chapter Visits



Chapter Ambassador Visits

- Every other year if Face-to-Face
- Every year if Virtually

Presentations/Opportunities:

- Procurement Profession and Benefits of NIGP
- NIGP Pathways
- NIGP-CPP Certification
- Swearing in Officers
- Participate in Sessions or Roundtables
- Meet with Chapter Board
- Supply an NIGP Booth
- Chapter Pop-Ins

https://www.nigp.org/chapters/chapter-ambassador-visits



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Chapter Visits

Presentations/Opportunities: NIGP Staff

- CEO Welcome video, State of the Profession, NIGP-CPP
- NIGP Professional Development: Pathways
- NIGP-CPP Certification
- Swearing in of Officers

NIGP Business Council

- Business Council
- NEW Presentation Descriptions

Fill out Chapter Visit request Form

Request a Visit from NIGP

Chapters can request an in-person or virtual visit. Once we receive your request, the visit will be coordinated by a member of NIGP staff.

REQUEST A VISIT

Content Presentations

for Chapter Visits

VIEW TOPICS AND DESCRIPTIONS







Stacked Certificates Program Core Certificates Get Core Certificate upon completion of select groupings of Warehousing & ventory Managemen Foundations competencies **Competency Badges** Get Competency Badge upon NIGP completion of any individual Standardization competency

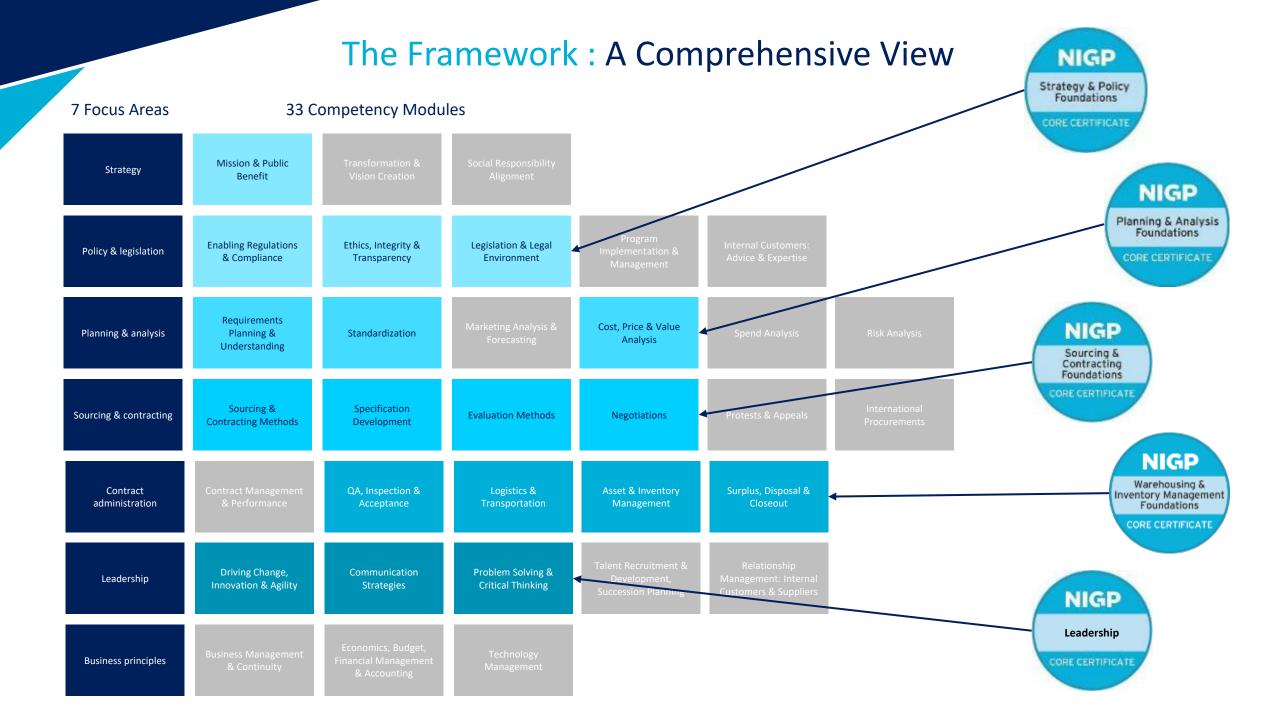
Designations

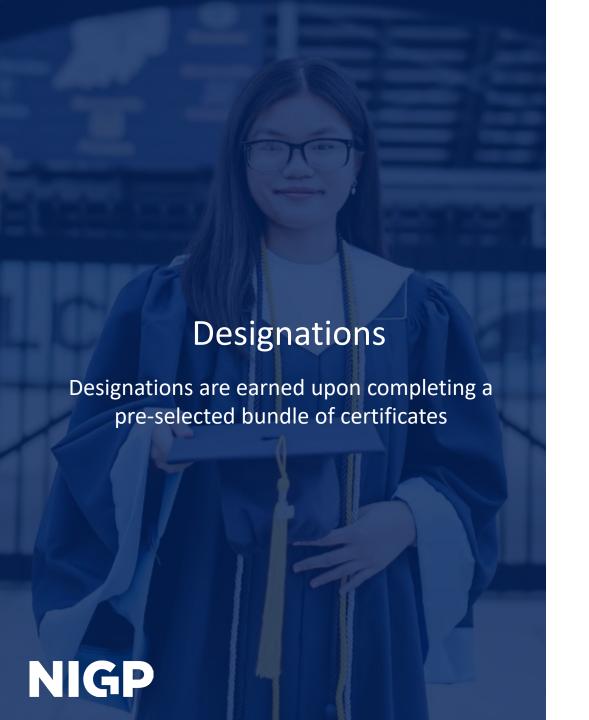
Get Designation upon completion of select groupings of certificates



How it works

- Certificates are built as stackable learning units to gain broad or deep knowledge in specific areas of procurement
- Learners get instant recognition for every learning event via digital badges

















03
Specializations



Q4Certification



03

Specializations Currently Offered











Specializations are standalone – not predicated or stacked on top of any prior certificates attained



Learner gets this Specialization credential by taking the associated learning and passing the required assessments



Upon completion, learners receive digital badges to showcase and share accomplishments



O2 Certificates



O3
Specializations



04 Certification





New NIGP Pathways Offerings

Competency Modules

Advanced Practitioner

- Legislation and Legal May 2022
- Risk Analysis July 2022
- Evaluation Methods July-Aug 2022
- Protests and Appeals July 2022

Management

- Talent Recruitment and Development,
 Succession Planning June 2022
- Program Implementation July 2022
- Mission and Public Benefit Aug 2022

Specializations

- Job Order Contracting June 2022
- Sustainability Sept-Oct 2022





...the Shift

SKILLS TRAINING	WORKFORCE DEVELOPMENT
Specific skills	Overarching competencies
Immediate – Prepares the professional for work being performed today	Continuum – Prepares the professional to take on more responsibility today and into the future
Short-term, one and done	Long-term, ongoing strategy
Current job responsibilities	Aspirational career goals
Addresses what steps need to be performed	Addresses how to perform within behaviors
Help achieve a process	Help achieve results







Recommended Competency Learning and Credentials Based on 23 Positions

Directors, Managers, Supervisors

- Chief Procurement Officer / Director
- Procurement Manager
- Contracts Administrator
- Warehouse / Logistics Supervisor

Strategists and Analysts

- Senior / Lead Analyst
- Category Management Lead
- Strategic Sourcing Analyst
- Policy Analyst

Specialists and Technicians

- Analyst
- Procurement Specialist/Associate
- Category Management Specialist
- IT Systems Specialist
- Contract Specialist/Compliance

Auxiliary and Support Programs

- Risk Management
- Finance / Accounting
- Supplier Diversity
- Expediter
- Legal Counsel
- Procurement Assistant

Materials Staff

- Warehouse / Logistics Lead
- Warehouse Receive / Deliver Worker

Suppliers

- Supplier Program Director
- Supplier Sales Force

...Workforce Development







Resources

How to Host a Course

Marketing Toolkit

Current Course list

