

NIGP Chapter Pro-D Updates

March 2022

NIGP



Agenda

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

Welcome New Chapter Leaders

Introduction of NIGP Staff



Carrie Winter



Marlena Bludzien



Karen Robinson



Jennifer Steffan



Chanda Carpenter

Benefits of hosting courses

NIGP

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



shutterstock.com • 1576620715

How do we host courses?

NIGP

Chapter Professional Development Survey

- NIGP has developed a new chapter professional development survey that is ready to send out
- NIGP can provide you with the questions on the survey or you can contact events@nigp.org 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
3. 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 [course request form](#)
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 events@nigp.org for assistance.

PROFESSIONAL DEVELOPMENT FOR YOUR CHAPTER MEMBERS

Host an NIGP Course

Host an NIGP Course - Experienced instructors, relevant topics and money for your chapter.

[SCHEDULE A COURSE TODAY](#)

[DIRECTORY](#) [ABOUT](#) [EMBASSADORS](#) [HOST AN NIGP COURSE](#) [RESOURCES](#) [AWARDS](#) [CONNECTIONS](#) [LOCAL ADVISORS](#) [MORE](#)

Hosting a NIGP Course for your Chapter

Design your training schedule today!

Courses range from a half day to three days and are available to schedule virtually and in-person. All class sizes are limited to ensure there is plenty of space for small group and individual activities.

We encourage chapter leaders to design an annual training schedule. Follow the steps below to design and execute a training plan for your chapter.

EARN MONEY FOR YOUR CHAPTER

Hosting NIGP courses can be a revenue generator for your chapter. For every course hosted, NIGP will pay 10% of the course's gross revenue to the chapter!

Step 1

Sign a NIGP Chapter Seminar Agreement and email the completed form to events@nigp.org.

- [NIGP Chapter Seminar Agreement](#)

Step 2

Plan your chapter's training calendar using the following resources:

- [Chapter Timeline](#)
- [Seminar Check List](#)
- NIGP can assist in surveying your member's needs. Email Karen Robinson at events@nigp.org to get started.
- [View the NIGP Catalog of Learning Opportunities](#)
- [Course request form](#)

Step 3

Promote and market your educational plan to your members. This is an important step to ensure attendance!

- Market the upcoming course on your website or other web tools/platforms, as well as at chapter conferences and meetings ([Chapter Marketing Toolkit](#))
- For a listing of section members in your area, contact jewell@nigp.org
- Contact events@nigp.org for assistance with sending out blast emails to your state

3 Day Courses

[VIEW](#)

2 Day Courses

[VIEW](#)

1 Day Courses

[VIEW](#)

1/2 Day Competencies

[VIEW](#)

[SCHEDULE TODAY!](#)

Bring NIGP's Coursework to your Chapter

[SCHEDULE A COURSE TODAY](#)

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

NIGP

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

- In-Person courses considered on a case-by-case basis
 - Areas with a low risk of COVID-19 contraction considered
- Course hosts must abide by all local, state and federal laws, recommendations and requirements regarding safety and health
 - Chapter's responsibility to know all laws and procedures





Evening and weekend
virtual options

NIGP

Evening and weekend hosting options

- NIGP recently and successfully piloted evening and weekend courses
 - Half-day courses were piloted on Thursdays, but they can also be offered Tuesday and Wednesday as well.
 - 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?
 - Due to the success, we are opening it up for chapter offerings.

The background is a solid blue color. It features several thin, white, straight lines that intersect to form various geometric shapes, including triangles and quadrilaterals. These lines are positioned diagonally across the frame.

Direct Deposit for Rebate
Checks

NIGP

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 krobinson@nigp.org

Highlights:

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



NIGP Pathways Courses

- Certificates
- Designations
- Specializations
- Workforce Development

NIGP

Stacked Certificates Program

Core Certificates

Get Core Certificate upon completion of select groupings of competencies



Designations

Get Designation upon completion of select groupings of certificates



Competency Badges

Get Competency Badge upon completion of any individual competency



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



The Framework : A Comprehensive View

7 Focus Areas

33 Competency Modules

Strategy	Mission & Public Benefit	Transformation & Vision Creation	Social Responsibility Alignment			
Policy & legislation	Enabling Regulations & Compliance	Ethics, Integrity & Transparency	Legislation & Legal Environment	Program Implementation & Management	Internal Customers: Advice & Expertise	
Planning & analysis	Requirements Planning & Understanding	Standardization	Marketing Analysis & Forecasting	Cost, Price & Value Analysis	Spend Analysis	Risk Analysis
Sourcing & contracting	Sourcing & Contracting Methods	Specification Development	Evaluation Methods	Negotiations	Protests & Appeals	International Procurements
Contract administration	Contract Management & Performance	QA, Inspection & Acceptance	Logistics & Transportation	Asset & Inventory Management	Surplus, Disposal & Closeout	
Leadership	Driving Change, Innovation & Agility	Communication Strategies	Problem Solving & Critical Thinking	Talent Recruitment & Development, Succession Planning	Relationship Management: Internal Customers & Suppliers	
Business principles	Business Management & Continuity	Economics, Budget, Financial Management & Accounting	Technology Management			



Designations

Designations are earned upon completing a pre-selected bundle of certificates

NIGP



01
Public Procurement
Competency Framework



02
Certificates



03
Specializations



04
Certification



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

01

Public Procurement
Competency Framework



02

Certificates



03

Specializations



04

Certification



New NIGP Pathways Offerings

Competency Modules

Advanced Practitioner

- Legislation and Legal – March 2022
- Mission and Public Benefit – April-June 2022
- Evaluation Methods – April-June 2022
- Risk Analysis – July-September 2022
- Protests and Appeals – July-September 2022

Management

- Program Implementation – April-June 2022
- Talent Recruitment and Development, Succession Planning – May 2022

Specializations

- Job Order Contracting – April-June 2022
- Sustainability – July-September 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



Contact Information

Director of Content Research
and Design



Chanda Carpenter

ccarpenter@nigp.org

Resources

[How to Host a Course](#)
[Marketing Toolkit](#)
Current Course list

