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 events@nigp.org.
- For questions or concerns, contact Karen Robinson at krobinson@nigp.org

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
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 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.
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 krobinson@nigp.org

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
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
NIGP Pathways Courses

- Certificates
- Designations
- Specializations
- Workforce Development
Stacked Certificates Program

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.

Competency Badges
Get Competency Badge upon completion of any individual competency.

Core Certificates
Get Core Certificate upon completion of select groupings of competencies.

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.
### The Framework: A Comprehensive View

#### 7 Focus Areas

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy</strong></td>
<td>Mission &amp; Public Benefit, Transformation &amp; Vision Creation, Social Responsibility Alignment</td>
</tr>
<tr>
<td><strong>Policy &amp; legislation</strong></td>
<td>Enabling Regulations &amp; Compliance, Ethics, Integrity &amp; Transparency, Legislation &amp; Legal Environment</td>
</tr>
<tr>
<td><strong>Planning &amp; analysis</strong></td>
<td>Requirements Planning &amp; Understanding, Standardization, Marketing Analysis &amp; Forecasting, Cost, Price &amp; Value Analysis, Spend Analysis</td>
</tr>
<tr>
<td><strong>Sourcing &amp; contracting</strong></td>
<td>Sourcing &amp; Contracting Methods, Specification Development, Evaluation Methods, Negotiations, Protests &amp; Appeals</td>
</tr>
<tr>
<td><strong>Contract administration</strong></td>
<td>Contract Management &amp; Performance, QA, Inspection &amp; Acceptance, Logistics &amp; Transportation, Asset &amp; Inventory Management, Surplus, Disposal &amp; Closeout</td>
</tr>
<tr>
<td><strong>Business principles</strong></td>
<td>Business Management &amp; Continuity, Economics, Budget, Financial Management &amp; Accounting, Technology Management</td>
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</tbody>
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#### 33 Competency Modules

- Strategy & Policy Foundations
- Planning & Analysis Foundations
- Sourcing & Contracting Foundations
- Warehousing & Inventory Management Foundations
- Program Implementation & Management
- Internal Customers: Advice & Expertise
- Risk Analysis
- Spend Analysis
- International Procurements
- Talent Recruitment & Development, Succession Planning
- Relationship Management: Internal Customers & Suppliers
Designations

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

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