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
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 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.
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

- 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
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.
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
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.

- **Core Certificates**: Get Core Certificate upon completion of select groupings of competencies.
- **Competency Badges**: Get Competency Badge upon completion of any individual 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.
The Framework: A Comprehensive View

7 Focus Areas

- **Strategy**
  - Mission & Public Benefit
  - Transformation & Vision Creation
  - Social Responsibility Alignment

- **Policy & legislation**
  - Enabling Regulations & Compliance
  - Ethics, Integrity & Transparency
  - Legislation & Legal Environment

- **Planning & analysis**
  - Requirements Planning & Understanding
  - Standardization
  - Marketing Analysis & Forecasting

- **Sourcing & contracting**
  - Sourcing & Contracting Methods
  - Specification Development
  - Evaluation Methods

- **Contract administration**
  - Contract Management & Performance
  - QA, Inspection & Acceptance
  - Logistics & Transportation

- **Leadership**
  - Driving Change, Innovation & Agility
  - Communication Strategies
  - Problem Solving & Critical Thinking

- **Business principles**
  - Business Management & Continuity
  - Economics, Budget, Financial Management & Accounting
  - Technology Management

33 Competency Modules

- **Strategy & Policy Foundations**
- **Planning & Analysis Foundations**
- **Sourcing & Contracting Foundations**
- **Warehousing & Inventory Management Foundations**
- **Leadership**
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 – 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
### Skills Training vs. Workforce Development

<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>
</table>

...the Shift
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
Contact Information

Director of Content Research and Design

Chanda Carpenter
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Resources

How to Host a Course
Marketing Toolkit
Current Course list