ONBOARDING AND MILESTONES FOR PUBLIC PROCUREMENT PERSONNEL

Help your new hires get the best start within your procurement office with technical and skills-focused courses available through Procurement U.

This is a recommended course progression through NASPO's Procurement U courses, including courses developed by an external organization and made available through Procurement U.

This course progression is intended to be integrated into the overall onboarding plan for recently hired public procurement personnel. These recommendations should not be considered a comprehensive list of the education needs of a public procurement professional.

PHASE 1 (WITHIN 90 DAYS OF HIRE):

Procurement 101: Foundations of Public Procurement

Introduction to Ethical Procurement

Introduction to Market Research

Introduction to Request for Proposals (RFP)

Introduction to Specification Development

Introduction to Scopes of Work (SOWs)

Evaluation and Award Strategies

Introduction to Terms and Conditions

Supplemental: How to Protect Yourself Against Phishing Attacks

Supplemental: Fundamentals of Business Writing

PHASE 2 (WITHIN FIRST 6 MONTHS):

Introduction to Negotiations

Introduction to Sole Source Procurement

Introduction to Cooperative Procurement

Introduction to Contract Administration

Ethical Procurement Strategies

Microlearning: Recognizing Collusion in Public Procurement

Microlearning: Managing Open Records Requests

Introduction to Financial Analysis

Supplemental: Communication Essentials

Supplemental: Creative Problem Solving

Supplemental: Project Management (Multiple, Pay)

Supplemental: Elements of Effective Meetings

Supplemental: Managing Conflict

PHASE 3 (TO BE COMPLETED AS NEEDED, BUT RECOMMENDED BY END OF FIRST YEAR):

Market Research Strategies

Introduction to Bid Protests

Negotiation Strategies

Introducing Sustainability in the Procurement Process

Risk Management: Identifying and Analyzing Risk

Risk Management: Responding to and Monitoring Risk

Talent Management Strategies *(recommended for supervisors only)

Supplemental: Data Analytics (Multiple, Pay)

Supplemental: Essential Elements of Work-Life Balance

Supplemental: How to Protect Your Data

EXPLORE THE FULL COURSE CATALOG:

naspo.org/procurementu   *Courses are current as of March 2025