
The prospectus for the programmes highlighted in red may be downloaded by clicking on the title of the corresponding programme. The complete list will be uploaded shortly.

Storekeeping Courses

Ref. Course Title

- SSM 01: Basic Storekeeping Skills
- SSM 02: Effective Storekeeping Skills
- SSM 03: Advanced Stores Management

Retail and Sales Management Courses

Ref. Course Title

- SSM 04: Basic Retail Skills
- SSM 05: Selling and Merchandising Skills
- SSM 06: Sales and Marketing Skills
- SSM 07: Customer Care and Service Skills
- SSM 08: Advanced Retail Management
- SSM 09: Retail and Supply-Chain Management
- SSM 10: Understanding the Retail Strategy
- SSM 11: Sales Management
- SSM 12: Product, Packaging and Branding Strategies

Purchasing Management Courses

Ref. Course Title

- SSM 13: Developing a Procurement Strategy
- SSM 14: Understanding the Procurement Management Principles
- SSM 15: Reviewing your Procurement Structure
- SSM 16: Effective Procurement Research
- SSM 17: Effective Procurement Management
- SSM 18: System and Team Building in Procurement
- SSM 19: Capital, Revenue and MRO Techniques
- SSM 20: Advanced Procurement Management
- SSM 21: Specifying and Assuring Quality
- SSM 22: Implementing and Using the EFQM Procurement Assessment Model
- SSM 23: Improving and Measuring Your Procurement Performance
- SSM 24: Controlling Prices and Cost-Effective Expediting
- SSM 25: Drafting Specifications and Standards
- SSM 26: Supplier Selection Process
- SSM 27: Vendor Assessment and Rating
- SSM 28: Monitoring and Benchmarking Suppliers
- SSM 29: Managing your Supplier Base
- SSM 30: Supplier Positioning
- SSM 31: Analysing the Supply Market
- SSM 32: Controlling Costs and Prices
- SSM 33: Managing Relationships with Suppliers

Tenders and Contracts Management Courses

Ref. Course Title

- SSM 34: Building Long-Term Partnerships
- SSM 35: Contract Management Skills
- SSM 36: Developing Incentive Contracts
- SSM 37: Tender Design and Evaluation

SSM 38: Contractual Claims and Dispute Resolution
SSM 39: Contract Specification Writing
SSM 40: Preparing and Managing Contracts
SSM 41: Tendering Processes
SSM 42: Designing and Managing Effective Contracts

Negotiation Courses

Ref. Course Title

SSM 43: Basic Negotiation Skills
SSM 44: Advanced Negotiation Skills
SSM 45: Cost-Saving Techniques in Negotiation
SSM 46: Strategic Negotiation
SSM 47: Team Negotiation

Inventory Management Courses

Ref. Course Title

SSM 48: JIT Techniques
SSM 49: Stock Control Processes
SSM 50: Reasons for Holding Stock
SSM 51: Understanding Basic Forecasting Techniques
SSM 52: Advanced Forecasting Techniques
SSM 53: Managing Inventory Effectively
SSM 54: Inventory and Stock Control Management
SSM 55: Statistics for Inventory Control Management

Warehouse Management Courses

Ref. Course Title

SSM 56: Warehouse Supervisor Roles
SSM 57: Warehouse Manager Roles
SSM 58: Warehouse and Distribution Management
SSM 59: Management of Storage Facilities
SSM 60: Managing Costs in Warehousing
SSM 61: Materials Handling in the Modern Warehouse

Logistics Management Courses

Ref. Course Title

SSM 62: Developing a Logistics Strategy
SSM 63: Implementing a Logistics Process in your Organisation
SSM 64: Logistics Management
SSM 65: Advanced Logistics Management
SSM 66: International Logistics Management
SSM 67: Logistics in Manufacturing Management
SSM 68: Logistics in Retail Management
SSM 69: Applied Logistics Management
SSM 70: Measuring the Logistics Performance

Supply-Chain Management Courses

Ref. Course Title

SSM 71: Supply-Chain Awareness
SSM 72: Supply-Chain Management
SSM 73: Advanced Supply-Chain Management

International Business and Transport Management Courses

Ref. Course Title

SSM 74: Freight and Cargo Management
SSM 75: International Transport Management
SSM 76: International Business Management

E-Business Management Courses

Ref. Course Title

SSM 77: Basics of Bar-Coding
SSM 78: EDI
SSM 79: E-Commerce

Health & Safety Management Courses

Ref. Course Title

SSM 80: Health & Safety in Warehousing and Transport
SSM 81: Health & Safety in a Logistics Environment
SSM 82: Health & Safety Management
SSM 83: Manual Handling

Other Health & Safety professional qualifications are also available. Please refer to the section Health & Safety Programmes.

Supervision and Management Courses

Ref. Course Title

SSM 84: Supervision Skills
SSM 85: First-Line Management
SSM 86: Leadership and Management Skills
SSM 87: Managing Resources

Other short training programmes are also offered on request.