

Short Courses

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 BarCoding
SSM 78 :	EDI
SSM 79 :	E-Commerce

Health and Safety Management Courses

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

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
SSM 88	Developing Emotionally Intelligent Management and Leadership Strategies
SSM 89	Leadership and Team Development for Managerial Success
SSM 90	Advanced Management: Motivation, Strategic Planning and Creative Problem Solving
SSM 91	Leadership and Management Skills for the New Manager and Supervisor
SSM 92	Enhanced Productivity Skills: Maximising your Personal Effectiveness
SSM 93	The Effective and Productive Manager
SSM 94	The Strategic Management Workshop
SSM 95	Communication and Presentation Skills
SSM 96	Motivating, Managing and Leading Teams: Making Teams Work
SSM 97	Improving Performance through the Balanced Scorecard
SSM 98	Business Planning: Practical Strategies for Organisational Success
SSM 99	Managing Conflict, Change and Handling Difficult People
SSM 100	Leadership Vision and Organisational Reality
SSM 101	Business Process Analysis and Modelling
SSM 102	Leading High Performing Teams
SSM 103	Negotiation and Conflict Management in Organisations
SSM 104	Strategic Thinking and Business Planning
SSM 105	Time Management and Stress Reduction

Managing Stress and Pressure at Work

Ref:	Course Title
SSM 106	Priority Management: Optimising Time, Workflow and Productivity
SSM 107	Personal Effectiveness and Influencing Skills: Communicate, Negotiate, Influence and Persuade
SSM 108	Building Skills for Working in Teams: Igniting Passion and Activating Potential in Teams
SSM 109	Handling Information Overload: Read Better, Read Faster, Learn the Secrets of Memory Systems and Use Mind Mapping to Improve Planning and Performance
SSM 110	Managing and Motivating Towards Excellence: Skills, Competencies, Traits and Techniques
SSM 111	Developing Excellence in People Leadership
SSM 112	Decision Making using Statistical Process Control
SSM 113	Leading and Managing Change
SSM 114	Strategy Building and Sustaining Competitive Advantage

Administration and Facilities Management

Ref:	Course Title
SSM 115	Professional Skills for Administrators and Secretaries
SSM 116	Information and Documentation Compliance
SSM 117	Facilities Management
SSM 118	Decision Analysis for Operation and Maintenance Professionals
SSM 119	Maintenance Management and Technology
SSM 120	Safety Management Best Practices

Essential Soft Skills

Ref:	Course Title
SSM 115 :	Professional Telephone Skills
SSM 116 :	Front Office Skills

Certified Courses

Certificate in Retail Operations – MQF Level 3

Competence Certificate in Purchasing and Supply Chain Management– MQF Level 2

Other short training programmes are also offered on request.