

Purchasing			Inventory management, logistics & warehousing		Management	Legal	Finance & cost modelling	Contract & project management	Sales	Negotiation
Introductory level										
Introduction to purchasing TP137	Key aspects of international purchasing TP159	Introduction to purchasing in the public sector TP214	Introductory to inventory control TP138	Time management TP188	Fundamentals of contract law TP129	Business finance – what buyers need to know TP140	Project management awareness TP116	Introduction to negotiation TP141		
EU procurement procedures introduction TP121	Purchasing for technical specialists TP197	EU procedure changes in the 2004 directives TP123	Introduction to inventory control storekeeping TP139			Introduction to business finance TP212	Project management principles TP125	Effective purchasing negotiation TP142		
	Introducing international supply chain management TP231		Introduction to storekeeping TP244			Finance for the non-financial manager TP245	Introduction to contract management TP105			
Development level										
Purchasing foundation programme 1 TP101	Understanding sales techniques – what buyers need to know TP143	Successful expediting TP149	Inventory cost & communication TP177	Leading & managing people TP181	Legal aspects of purchasing & supply TP130	Overhead cost reduction TP163	Introduction to project management TP115	Negotiating with Chinese suppliers TP229		
Commercial awareness TP102	Successful electronic reverse auctions TP144	Purchasing development programme TP148		Personal impact TP234	Commercial law TP136	Introduction to systematic approach to ratio analysis SARA TP156	Letting contracts TP108			
Purchasing foundation programme 2 TP103	Commercially aware care procurement TP126	Improving your buying skills TP147					Managing contracts TP109			
Purchasing re-defined TP146	Supply chain management TP162	Delivering value for money TP236					Contract management & performance measurement TP114			
		Purchasing contexts TP237					Effective contract management TP104			
							Improving service delivery TP106			

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Advanced / Masterclass									
Managing purchasing TP190	Strategic risk management TP166	Managing global & culturally diverse supply chains TP222		Managing people in purchasing TP171	Legal aspects of international purchasing TP206	Excel modelling for purchasing professionals TP155	Total contract management TPS112	Winning proposals masterclass TP183	Advanced negotiation workshop TP187
Strategy & strategic purchasing TP193	Low cost country sourcing management & strategy TP226	Effective Chinese supply chain management TP224		Achieving excellence with practical NLP TP246			Outsourcing masterclass TP198		The negotiation challenge TP186
Strategic purchasing – international programme TP204	Developing a CSR purchasing strategy TP228	Advanced international purchasing TP235							
Action learning									
	IT purchasing in action TP175	EU proc conducting a competitive dialogue TP124		Inspirational leadership TP233		Exploring total cost of ownership TP161	Managing collaborative projects TPS118	Negotiating with purchasing people TP157	Practical Negotiation TP178
							The difficult contract TP120		
							Dispute resolution TP215		
Live data									
Requirement strategy development TP200	Practical tender analysis TP202	Simulated e-auctions TP243			Terms & conditions live workshop 1 TP134	Supply chain financial management TP232	Managing contract variations TP113	Terms & conditions workshop 2 TP211	
Structured approach to strategic purchasing TP205					Negotiating terms & conditions TP135		Auditing contract effectiveness TP203	Sales proposals live data TP185	
							Specifications in action TP119	Selling successfully via e-auctions TP242	

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Specific technical									
Supplier relationship management TP170	Understanding IT purchasing TP174	Introduction to Chinese supply chain management TP233	Effective inventory management TP158	Managing change TP192	Exploring & developing terms & conditions TP131	Dissecting a supplier's cost structure TP153	Introduction to project management tools TP117	How buyers work – what sellers need to know TP167	Confident behaviour in relationship management TP195
Supplier appraisal TP150	Buying marketing services TP191	Effective e-purchasing TP208	Warehouse Management TP209	Leading, managing & motivating people TP184	TUPE - impact on purchasing TP132	Strategic business case development TP154	Specification Writing TP110	Preparing better proposals TP182	The art, theory & practice of negotiation TP194
Measuring purchasing performance TP152	Building Effective International business relationships TP169	International purchasing – the works TP213	Improving inventory record accuracy TP210	Presentation Skills TP145	Freedom of Information Act 2000 TP133		Analysing & creating specifications TP111		Adding value with creative negotiation TP247
Supplier appraisal & financial analysis TP151	Internet purchasing TP176	Introduction to CSR TP227	Operations management 4 day TP239	Understanding NLP TP172			Managing the tendering process TP179		
Using the 2004 EU directives TP128	EU procurement social care & education TP122	Buying services TP173					Tender analysis TP180		
Risk management in the supply chain TP164	Introduction to low cost country sourcing TP225	High value capital purchasing TP107					Outsourcing TP199		
Supplier development TP207	Sustainable procurement TP127						Insourcing TP201		
	Intermediate International Purchasing TP160								