Program Schedule:
Diploma In Procurement and Supply Chain Management

UPON COMPLETION, YOU'LL DEMONSTRATE:

Enhanced foundational knowledge for improved decision-making in real-world Procurement and Supply Chain scenarios.

TO EARN THE DIPLOMA, YOU'LL COMPLETE:

- **3 Required Modules** (One day/week over 13-weeks, instructor-led & live online):
    - Purchasing Process and Practice
    - Legal Issues and Ethics in Supply Chain
    - Evaluating Supply Management Costing Data
- **5 Required Workshops** (1 or 2 days in length, instructor-led & live online):
    - The Art of Negotiation
    - Inventory Management
    - Financial Scope of Supply Chain Management
    - Contract Management and Competitive Bidding
    - Transportation Services
- **2 Elective Workshops** (1 or 2 days in length, instructor-led & live online):
    - Risk Management
    - Ethics: Environmental and Social Responsibility
    - The Importance of Communication
    - Effective Leadership
- **Diploma Final Workshop**
    - 3-day final workshop; all above courses must be completed before registering for the final workshop

REGISTRATION LINKS

Use the links below to register for the live online workshops.

The Art of Negotiation	Nov 24 & 25, 2026 (10 AM – 5 PM ET)	REGISTER
Ethics: Social and Environmental Responsibility	Sept 22 & 23, 2026 (10 AM – 5 PM ET)	REGISTER
Ethics: Social and Environmental Responsibility	Mar 9 & 10, 2027 (10 AM – 5 PM ET)	REGISTER
Risk Management	Nov 4 & 5, 2026 (10 AM – 5 PM ET)	REGISTER
Effective Leadership	Feb 23 & 24, 2027 (10 AM – 5 PM ET)	REGISTER

Once you've completed your courses, please contact aseguin@niscl.ca to register for the Diploma Final workshop.

LEARNING OUTCOMES–REQUIRED COURSES

Purchasing Process and Practice

Upon completion, you will be able to:

- Explain the evolution of the purchasing profession
- Describe how purchasing supports the supply chain and the organization's targeted goals and operating policies
- Understand how successful negotiations will enhance purchasing's performance at supporting the organization's goals and objectives
- Evaluate the performance of global purchasing practices
- Develop the skills to strategically source and develop strong supplier relationships
- Understand the purchasing benefits that result from e-procurement

Legal Issues and Ethics in Supply Chain

Upon completion, you will be able to:

- Describe the key instruments and tools which need to be addressed in every supply management transaction, regardless of the product, service or location of the source
- Define the scope of business transactions in order to mitigate liability and risk to the organization and employees
- Gain an understanding of business law in Canada and identify different ways of addressing trade disputes
- Understand the legal and business requirements for developing contracts, performance metrics, and successfully executing them
- Recognize the importance of risk identification and mitigation in protecting the intellectual property of your organization and its supply chain partners
- Understand the value of ethical individuals, competition law and business practices in the global business environment
- Identify different forms of businesses, financial instruments and legal strategies to protect your business
- Review various aspects of international sourcing & trading regulations to ensure compliance with business law
- Relate the concepts and practices to all supply chain transactions globally

Evaluating Supply Management Costing Data

Upon completion, you will be able to:

- Describe in detail both individually and collectively, the theoretical concepts and practices introduced in this program and demonstrate successfully how to apply these to assignments & discussions
- Explain how supply management concepts and practices contribute to satisfying the needs of customers and to the profitability of all business organizations
- Measure the performance of these concepts, practices and principles with regard to preparing and executing a supply management operations plan

The Art of Negotiation

Upon completion, you will be able to:

- Describe the importance of trust and persuasion in negotiations
- Explain the role of emotional intelligence and conflict resolution in negotiation
- Identify and remove obstacles to integrative negotiation in the buyer-supplier context
- Develop primary negotiation skills needed to establish negotiation targets and reservation points, and develop a BATNA
- Summarize the six phases of the negotiating process (preparation, opening, testing, moving, conclusion, evaluation) and the role they play in the negotiation process
- Recognize and apply sources of power in negotiation
- Define the role of the cultural context in negotiations
- Identify e-negotiations' advantages and shortcomings
- Distinguish between ethical and unethical negotiation practice

Inventory Management

Upon completion, you will be able to:

- Demonstrate the impacts of supply chain strategies to inventory investments
- Demonstrate the impacts of inventory investments on the income statement, balance sheet, profitability and return on investment
- Discuss how inventory management strategies influence the measurement of supply chain costs, service, profit and revenue
- Understand the scope and importance of supply chain performance measurement
- Explain the characteristics of good performance measures
- Appreciate the role and importance of inventory in the economy
- List the major reasons for carrying inventories
- Discuss the major types of inventories, their costs and relationships to inventory decisions
- Understand the fundamental differences among approaches to managing inventories
- Describe the rationale and logic behind the economic order quantity (EOQ) approach to inventory decision-making and how this logic is used to resolve inventory management challenges
- Understand alternative approaches to managing inventories: JIT, MRP, DRP, VMI, Consignment & Supplier negotiations
- The scope and application of forecasting inventory requirements versus the benefits resulting from the reduction of cycle times
- Explain how inventory items can be classified
- Know how inventories will vary as the number of stocking point changes
- Recognize and calculate how inventories contribute to the Total Cost of Ownership

Financial Scope of Supply Chain Management

Upon completion, you will be able to:

- Demonstrate the use of basic financial tools in evaluating financial statements
- Recognize the importance of financial transparency and other ethical financial supply chain management practices
- Explain how measuring supply chain profitability relates to overall profitability and the strategic direction of the organization

Contract Management and Competitive Bidding

Upon completion, you will be able to:

- Understand competitive bidding activities and best practices
- Read/write competitive bidding documents (RFQ and RFP)
- Understand the foundations and implications of Canadian competitive bidding law
- Understand the implications of Canadian public sector inter-provincial and international trade agreements for competitive bidding
- Understand the implications of the United Nations Convention on Contracts for the International Sale of Goods (CISG) on contracting activities in Canada
- Understand how contracts are formed, and in a manner that avoids introducing uncertainty into their formation and later operation
- Understand the component parts of processes for contract administration and management

Transportation Services

Upon completion, you will be able to:

- Describe the role of transportation in domestic and global supply chain operations
- Identify global trends in transportation systems and carrier equipment developments
- Apply negotiating strategies to reduce transportation costs

- Describe the impact of technology on transportation costs and service levels
- Distinguish between multimodal and marine Incoterms for ocean container shipments
- Employ effective performance metrics to improve transportation service levels
- Identify the impact of trade-compliance regulations on transportation service levels
- Contrast organizational practices with logistics best practices
- Describe the value of transportation as a strategic service in global trade

LEARNING OUTCOMES–ELECTIVE COURSES (CHOOSE 2)

Risk Management

Upon completion, you will be able to:

- Describe risk and risk management
- Define supply chain risk and apply the principles of supply chain risk management
- Analyze an organization's preparedness for risk management
- Apply methods for identifying, quantifying, and mitigating risk
- Evaluate strategies to deal with risk: acceptance, avoidance, mitigation, and transference and identify when to apply each strategy
- Develop a supply chain risk management strategy for an organization

Ethics: Environmental and Social Responsibility

Upon completion, you will be able to:

- Identify and contrast the different perspectives on ethics
- Define "business ethics" and determine how to solve business ethics dilemmas
- Analyze and improve an organizational code of ethics
- Identify the benefits of social corporate ethical conduct
- Explain the importance of environmental ethics in business
- Evaluate how ethics affects the economic, social, and environmental development in their communities

The Importance of Communication

Upon completion, you will be able to:

- Define communication skills and relational skills, and how the two relate
- Understand the importance of internal and external communication
- Learn how to communicate strategically when dealing with vendors
- Understand how learning styles affect the way we communicate
- Refine key communication methods, tools, objectives, structures, and presentation skills
- Understand how media influences the way we communicate
- Receive and process constructive feedback using key communication skills
- Apply inter-relational techniques for information sharing, persuasion, negotiation, meetings, presentations, and difficult discussions
- Understand contemporary factors impacting virtual offices and teams
- Develop new relationship-building skills to build a professional career

Effective Leadership

Upon completion, you will be able to:

- Differentiate between Management and Leadership
- Identify Leadership Styles and Theories
- Complete DISC Assessment
- Explore best practices in vision and mission statement development
- Develop ways to build, lead and inspire cohesive teams
- Determine the right approach in handling workplace conflicts
- Identify critical steps within the change management process
- Recognize the interrelation of Leadership and Professionalism
- Showcase Supply Chain Leader Trailblazers