

PROGRAMME BROCHURE

ERP (Enterprise Resource Planning) Skills & Training

A practical, mentoring-led programme for professionals who want to understand ERP systems, use them with confidence, and apply that skill to advance their career — no prior ERP experience required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with ERP systems — a genuine, working understanding of how these systems connect data and processes across a business, and how to apply that with confidence in your own role. It combines practical, hands-on skill-building with the professional English needed to communicate clearly about ERP processes in meetings, in writing, and in interviews. This is mentoring and training as much as it is tuition: the goal is that you leave able to *use* and discuss ERP systems well, not just recognise the terminology.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to ERP

ERP systems are the operational backbone of countless organisations — understanding the basics is a genuinely valuable, transferable skill.

- What ERP systems are and how they connect finance, operations, and supply chain data in one place
- How everyday business processes flow through an ERP system
- Common ERP terminology and how different modules work together
- The English of ERP-related communication: system updates, process documentation, cross-department requests

STAGE 2 — CAREER PATHS

How to Start a Career in ERP

Built for professionals moving into ERP support, systems administration, or operations roles.

- Hands-on familiarity with how ERP systems are used day to day
- How to write clear process documentation and system-related updates
- How to communicate confidently across departments about ERP processes
- How to present ERP skills convincingly on a CV and in interview

OUTCOME | Understand ERP. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with ERP systems

- Understanding core ERP modules (finance, inventory, HR, procurement)
- Navigating and using common ERP platforms
- Following how data flows between departments in an ERP system
- Spotting how ERP processes connect to daily operations

SOFT SKILLS

Communicating with confidence

- Writing clear process documentation and system updates
- Coordinating across departments and teams
- Explaining ERP-related issues or requests clearly
- Confident interview and workplace conversation

BUSINESS

Applying ERP skills at work

- Supporting ERP-related processes and system administration
- Identifying and communicating about process inefficiencies
- Presenting ERP skills on a CV and in interviews

Who This Is For

Professionals moving into ERP support, systems administration, or operations roles; career-changers entering ERP-adjacent work; anyone who uses an ERP system day-to-day and wants more confidence and fluency; and anyone who wants clearer, more professional communication about business processes and systems.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £115

3 × 1:1 sessions covering the Introduction to ERP curriculum in full.

BEST VALUE

Full Career Track — £275 (Save £20)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £275
- Or 3 monthly payments of approximately £92

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to ERP (self-paced) — £45
- Industry Foundations (self-paced) — £60

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, practical understanding of ERP fundamentals and begin applying that confidently in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, communicate about ERP processes with genuine confidence, and keep building on that fluency over time.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into an ERP-adjacent position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your ERP journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com