



## Logistics & Transport Management

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# Logistics & Transport Management

## Introduction:

The quality of operations in the logistics function has a direct impact on the operating performance of an organization. This course is focused on the most modern techniques for the improved management of the flow of materials into and through the organization. It is concerned with all the areas responsible in the logistics process including procurement, inventory management, warehousing and transportation. It also covers the negotiation skills necessary to obtain your requirements in all of these areas. The candidates will learn by active participation during the course through the presentation of course material, exercises, training videos and discussions of “real life” issues in their organizations. Effective management of the flow of materials throughout an organization’s supply chain is of critical importance. In this course you will learn how to:

- Utilize modern purchasing management techniques
- Sharpen your negotiation skills
- Manage inventories in a more productive manner
- Improve control over warehouse and transportation operations

## Who Should Attend?

All business professionals who work in purchasing, procurement, stock control, warehousing and materials management would find this training session extremely beneficial

## Course Objectives:

**By the end of this course delegates will be able to:**

- Examine the most effective purchasing practices
- Learn new trends in supplier management
- Gain greater insight into the negotiation process
- Study the use of negotiation techniques
- Develop a strategy to better manage inventories
- Examine inventory reduction techniques
- Explore new methods and technologies in warehousing
- Analyze the function of transportation management

## Course Outline:

### **Managing the Purchasing Function**

- The 10 steps of purchasing
- Buyer skills development
- Objectives of supply chain management
- Supplier location and selection
- Types of contracts and purchase orders
- Supplier management
- Quality assurance
- Remedies for non-performance

### **Negotiation Skills Development**

- Foundations of successful negotiations
- Overcoming difficulties in negotiations
- The impact of ethics
- Sharpening your skills

- Establishing negotiating goals
- Effective negotiating strategies
- Effective negotiating techniques
- Moving from confrontation to cooperation

### **Inventory Management**

- Inventory management systems
- Establishing inventory levels
- Supplier managed inventory
- Consignment inventory
- Just in time inventory management
- Obtaining the benefits of standardization
- Utilizing ABC analysis
- Inventory management effectiveness measures

### **Managing Warehouse Operations**

- Warehouse functions
- Utilizing warehouse systems
- Warehouse layout
- Inventory accuracy and cycle counting
- Bar coding identification systems
- Radio frequency identification systems
- Improving warehousing productivity
- Overcoming barriers to performance

### **Managing Transportation Operations**

- Correct application of Incoterms
- Air carrier selection criteria
- Ocean carrier selection criteria
- Obtaining insurance coverage
- Managing truck delivery operations

- Utilizing modern tracking technology
- Effective use of consolidation
- Measuring transportation performance