



# LM025: Material Management & Logistic Administration





## Training Description:

The purpose of this five-day course is to study the critical issues in material management and logistics process and administration such as Supply Chain Design, Product Design and specifications, Sourcing & Supplier management, Inventory & Warehouse management, Transportation and Logistics management in addition to purchasing and contract process. This intensive course will help to understand how material management and logistics administration decisions impact the strategic planning and performance of the firm.

## Training Objectives:

By the end of the training, participants will be able to:

- ✓ Distinguish between the strategic, tactical and operational objectives of material management
- ✓ Understand the key drivers, dimensions and performance measures of effective material management
- ✓ Identify the purchasing processing and demonstrate how to apply the Incoterms
- ✓ Define the tendering cycles and strategies
- ✓ Reinforce good practices in creating specifications and statements of work
- ✓ Define the contract pre-award and post award activities
- ✓ Gain functional knowledge of production and inventory management
- ✓ Identify the modern warehouse activities; warehouse strategies; and fundamental warehouse decisions
- ✓ Identify the principles of logistics management and transportation technologies

## Training Designed for:

The course is intended for all involved in Materials Management, Logistics Administration Management, Purchasing, Procurement and Contract management, Production and Inventory Management, Warehouse Management, Operations, Supply Chain Management.

## Training Program:

### DAY ONE:

- ❖ Pre-Test
- ❖ Introduction to Material Management
  - What is Material Management?
  - Strategic, tactical and operational objectives of material management
  - Supply Chain and Value Chain
  - Uncertainty and Risk Factors
  - Evolution of Material Management
  - Key Issues in Material Management
  - Efficient Material Management and competitive advantage
  - Impact of modern technology on material management process

### DAY TWO:

- ❖ Procurement and Contract Management
  - The Relationship Lifecycle





- Stakeholders Management and Analysis
- Outsourcing Benefits and Risks
- Make/Buy Decisions
- Benchmarking
- Supplier Balanced Scorecards
- Service Levels Agreements (SLA)
- Statement of Work (SOW)
- Key Performance Indicators (KPI's)
- The SERVQUAL model
- Vendor Management Systems
- Ethics and Corporate Social Responsibility
- Governance
- Distribution Strategies

#### DAY FOUR:

##### ❖ Inventory and Warehouse Management

- The impact of Inventory Management on Material Management process
- Demand Forecasting
- Stages of Inventory Control
- The Life Cycle of Inventory
- Stock Replenishment Systems
- Stock Valuation Methods
- Developing appropriate warehouse policy
- Resource requirements of warehousing
- Store Warehousing Location and Layout
- Key warehousing activities

#### DAY FIVE:

##### ❖ Logistics Administration and Transportation Management

- Definition of Logistics / Logistics Administration Management
- Mission of Logistics Administration Management
- Key and Support Activities of Logistics Administration
- Analysis of the Trade-offs
- Modes of Transport
- Incoterms
- Measuring transportation performance
- Third party logistics
- Manage Export and Import Logistics
- Meeting the customer's needs through schedule logistics operations
- The use of technology within logistics operations

##### ❖ Course Conclusion

##### ❖ POST TEST and Evaluation





## Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

## Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

## Training Fees:

**As per the course location** - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

## Training Timings:

### Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

**For training registrations or in-house enquiries, please contact:**

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Training & Career Development Department

