



Purchasing, Inventory & Contracts Training Courses



SCANDINAVIAN ACADEMY
Training and Development

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Course: Logistics & Transportation Management

Code	City	hotel	Start	End	price	Hours
658	Athens (Greece)	Hotel Meeting Room	2024-05-20	2024-05-24	5450 €	25

INTRODUCTION

Effective management of the flow of materials throughout an organization's supply chain is of critical importance. In this programme 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

PROGRAMME OBJECTIVES

- 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

TRAINING METHODOLOGY

Participants will learn by active participation during the programme through the presentation of programme material, exercises, training videos and discussions of "real life" issues in their organizations.

PROGRAMME SUMMARY

The quality of operations in the logistics function has a direct impact on the operating performance of an



organization. This programme 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. The seminar also covers the negotiation skills necessary to obtain your requirements in all of these areas.

PROGRAMME OUTLINE

DAY 1 - 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

DAY 2 - 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

DAY 3 - 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



DAY 4- 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

DAY 5 - 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



The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
 - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
 - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
 - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
 - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
 - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
 - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
 - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
 - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
 - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
 - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.