



WAREHOUSING, DISTRIBUTION AND FLEET MANAGEMENT WORKSHOP

9TH - 13TH MAY, 2022 | 30 CPD POINTS | MERICA HOTEL, NAKURU

TARGET GROUP

Procurement & Supply Chain Managers and officers from public, private and NGO sectors managing inventory. Warehousing, Stores and Distribution Officers, fleet Managers and staff handling costing, materials, imports and exports

INTRODUCTION

Warehousing, distribution and fleet managers should monitor and track changes in the business environment and adopt responsive solutions. This can only be done with the right information in your hands, the right skill set and handy solutions.

This workshop is designed to equip trainees with skills to scan the business environment and design useful solutions to warehousing, distribution and fleet management challenges.

COURSE OBJECTIVES

By the end of the workshop participants should be able to:

- Plan and optimize inventory to avoid holding too much working capital in stock and stockouts.
- Effectively Materials Handling
- Resolve the challenges facing physical distribution
- Improve efficiency and cost effectiveness in fleet management
- Promote compliance and efficiency in clearing and forwarding procedures.

COURSE DESCRIPTION

1. Warehousing Management

- Role of systems in warehousing management
- Automation & warehousing
- Role of systems in solving warehousing problems
- Overstocking and efficiency
- Characteristics of a good warehouse
- Security issues in warehousing
- Health Safety and Environment (HSE)

2. Choice of warehouse layout

3. Demand, supply, inventory planning and optimization

- Why optimize inventory?
- KPI's that provide up-to-date visibility
- Risk pooling principle on demand variability
- Strategic Inventory management: Balancing supply and demand
(Practice Challenge: low customer service levels, customer loyalty and decreasing margins)

4. Managing stock obsolescence

- Inventory audit
- Inventory management system
- Diagnosing inventory health
 - Application of lean six sigma to reduce stock obsolescence
- Quality assurance
(Practice challenge: Excess, obsolete inventory and write-offs are chronic supply chain problems costing businesses billions of dollars each year)

5. Materials Management

- Decision modelling
- How to set performance targets in inventory control
- Modern trends in materials management
Case Study: Challenges facing materials management.

6. Demand Forecasting

- Demand planning challenges
- Choosing the right forecasting models
- Using technology in forecasting
- Supply chain collaboration
Individual Exercises on demand forecasting



7. Materials Handling

- Integrated warehousing
- Green initiatives in materials handling
- Performance measurement in materials handling
- Streamlining handling procedures
- Automating communication and visibility in materials handling

(Practice challenge: Pressure on companies to provide quicker returns on investments)

8. Physical Distribution

- Meaning and objectives of physical distribution
- Components
- Importance
- Designing a sound Physical distribution System

Discussion: Pros and cons of outsourcing the distribution function

9. Channel Distribution

- Understanding flows in a distribution channel

Case Study

Types of Channel Distribution.

- Producer-Customer
- Producer-Retailer-Customer
- Producer-Wholesaler-Retailer-Customer
- Producer-Agent-Wholesaler-Retailer-Customer

10. Challenges Facing Physical Distribution

- Increasing Competition from Manufacturers
- Retailers Demanding Faster Delivery
- Dependence on Fuel Prices
- Vulnerability to Changing Prices
- Worker Safety Concerns
- Supplier and Retailer Consolidation
- Centralized Buying by Large Customers

11. Soft Skill

12. Fleet Management

- Fleet Specification, Selection, and Procurement of Vehicles
- Fleet management systems
- Maintenance and Repair of Vehicles, Managing the Maintenance Schedule, Managing Vehicle Maintenance, Maintenance Options
- Cold Chains,
- Distribution Modelling, and Truck Fill, Vehicle leasing (Internal & external), Vehicle usage
- Vehicle disposal
- Optimizing routing and fleet cost containment
- Complying with Legislature and security requirements.
- Safety issues in fleet management

Practice challenge: cost cutting and timely flow of goods and services along the supply chain

13. Clearing and Forwarding

- Customs procedures
- Import /export documentation
- Tariffs and import taxes
- Laws and regulations governing trade policies
- Cargo insurance and filing insurance claims
- Using IT in clearing and forwarding
- Self-clearing verses outsourced clearing

Practice challenge: fast and predictable release of goods for transit to organizations which impact on lead times and customer service

14. Role of Procurement Department in Warehousing, Fleet, Distribution Management

- Participation in the chain of warehousing, distribution and management
- Level of procurement and its powers in organization
- Empowering the procurement function for better performance
- M&E activities in warehousing, distribution and management

COURSE DELIVERY

Sessions are interactive. Delivery will be through formal PowerPoint presentation, discussions, Q/A sessions, Exercises, Case Studies and role-plays.

TRAINING CERTIFICATE

An e-certificate of participation will be issued and workshop Presentations sent to participants via email. KISM Members attending the workshop will earn 30 CPD points.

WORKSHOP BOOKINGS

Book your space online via: events.kism.or.ke For further workshop inquiries and registration, please contact: 011 1024800 / 0769 878 227 or email: programs@kism.or.ke

WORKSHOP CAPACITY

Due to the prevailing COVID-19 pandemic, we shall not admit more than 80 attendees to the workshop. Participants are, therefore, advised to book their space and confirm attendance well in advance.

COVID 19 PREVENTIVE MEASURES

1. Face masks must be worn at all times inside the training room
2. All participants will be subjected to mandatory body temperature check before entering the training hall.
3. 1.5M social distancing will be maintained throughout the training period.
4. Sufficient sanitizing facilities will be provided at the training venue.
5. Individual participants are urged to take personal responsibility to keep the virus at bay.
6. Individual participants are urged to ensure that the MOH guidelines on management of COVID 19 are observed at their chosen residential places.

PAYMENT OF WORKSHOP FEES

No participant will be admitted to the workshop without either of the following documents in regards to payment of the above training fees:

1. Bankers' cheque (Personal cheques will not be accepted), Bank deposit slip, money order, Mpesa payment reference, evidence of funds transfer, or any other evidence of payment.
2. LPO/LSO
3. A commitment letter, from the employer, listing the delegates sent to the workshop and a statement expressing commitment to pay the fees at a later date.

Participants are required to make their own travel and accommodation arrangements.

TRAINING FEES

Members: KShs. 60,000 + 16% VAT
Non-members: KShs. 65,000 + 16% VAT