Supply Chain Training Modules

You can design your own in-house training course based on one or more of the modules below. You can have different members of your team attend the different sessions - you could even invite suppliers, customer's etc.

The advantage of these in-house sessions is that after the formal training, discussion can be held on what the information means to that particular organisation and how it could implemented.

The modules can all be modified to provide the exact coverage that you need.

Standard training sessions include:

Course Name:	**Sales and Operations Planning**
Duration:	2 hours
Target Group:	Attendees should include anyone that should be involved with a sales and operational process. This includes: Sales, Marketing, Customer Services, Production Planning, Purchasing, Manufacturing and Production.
Details of Session:	• What is Sales and Operations Planning? • The S&OP Process • Pitfalls to avoid and "Keys to Success"

Course Name:	**Sales Forecasting and Demand Management**
Duration:	2 hours
Target Group:	Attendees should include anyone that should be involved with a sales forecasting and processing. This includes: Sales, Marketing, Customer Services, Production Planning, Purchasing, Manufacturing and Production.
Details of Session:	• Factors that affect sales forecasts • International benchmarks in forecast and demand management • How to improve the accuracy and effectiveness of the forecasting process

Course Name:	**Introduction to Supply Chain Management**
Duration:	2 hours – most popular session
Target Group:	Anyone within any supply chain – related field Production – related people Finance people who want to understand where the money is spent Engineers who design in components and therefore costs into products
Details of Session:	• What is Supply Chain Management • The importance of Supply Chain Management • The basic philosophies of good supplier management • Cost reduction plans

Course Name:	**Vendor Selection and Management**
Duration:	2 hours
Target Group:	Purchasing and Procurement people Engineers who design in components and therefore costs into products
Details of Session:	• Selection of vendors • Management of suppliers • KPIs (Key Performance Indicators) that relate to supplier management

Course Name:	**Setting Up Category Management**
Duration:	3 hours
Target Group:	Purchasing and Procurement people
Details of Session:	• Strategising Category Management • Setting Category Management plans • Plan Implementation • On-going Management – including KPIs

	Introduction to Negotiation
Duration:	2.25 hours
Target Group:	People involved in Purchasing, Customer Services and Sales functions – at an entry / intermediate level
Details of Session:	• Understanding the other party • Win/Win agreements • Strategy selection • Different tactics

Course Name:	**Inventory Management**
Duration:	2 hours
Target Group:	Stores and logistics personnel
Details of Session:	• Warehouse and Process flow assisting inventory management • Managing your materials and finished goods – ABC Management, JIT, Stock policies and procedures, implementation of 5S • Stock takes and cyclic counting methods and systems • FIFO and Traceability

Course Name:	**Supply Chain KPI Management**
Duration:	2 hours
Target Group:	People that relate to Supply Chains – purchasing, customer services, logistics, stores, production, sales and finance
Details of Session:	• Aligning KPIs to organisational and supply chain strategies • Critical Success Factors • What KPIs can be implemented to improve your supply chain • How each KPI can be used to improve the effectiveness of the supply chain • How to implement different KPIs within your supply chain – traps and escapes

Course Name:	**Implementation of Competitive / Lean Operations within the business**
Duration:	8 hours
Target Group:	Production Management people
Details of Session:	• What is competitive / lean business operatrions • Overview of main lean tools • Detailed analysis of 5S, Seven deadly wastes, VSM, • Ongoing driving of Conntinuous Improvement • How to implement Competitive Manufacturing in your organisation

Course Name:	**Warehouse Design**
Duration:	8 hours
Target Group:	Any staff responsible for the re-design or optimisation of a warehouse or DC
Details of Session:	• Principles, Strategy, Flow, • Storage, Racking, Picking Equipment, KPIs • Mini – workshop on designing two different styles of DC.

Course Name:	**Embarking on a Cost Reduction Programme Within Your Supply Chain**
Duration:	2 hours
Target Group:	Purchasing and Finance people
Details of Session:	• Setting up a Cost Reduction Programme within your organisation • Methods of making the savings, recording the savings and reporting them • Involving the right people • Basic project management skills

Course Name:	**Service Level Agreements**
Duration:	2 hours
Target Group:	Purchasing and Procurement people Sales People who set up agreements
Details of Session:	• What are Service Level Agreements, what they should contain, how to manage them and how to terminate them

Course Name:	**Project Management**
Duration:	6 hours
Target Group:	Team Leaders and Managers that manage (or work in) projects
Details of Session:	• What is Project Management • The role of a project manager • Critical Factors – e.g. triple constraints • Project Charter • Team Selection • Managing the Project • Maintaining Motivation • Communication with stakeholders • Critical Path • Risk Management • Project closure and celebration

Course Name:	**Financials for Non Financial People**
Duration:	7 hours
Target Group:	Anyone that wants to understand how to create and read financial accounts
Details of Session:	• Accounting Entity • Accounting Equation • Profit + Loss – reason for and contents • Balance Sheet – reason for, classifications and contents • Cash Flow Statement • Cash V Accrual Accounting • Capital and Revenue Expenditure • Depreciation • Amortisation • Fixed V Variable Costs • Analysis and Interpretation – ratios • Budgeting • Breakeven analysis • Capex decision making

Course Name:	**Introduction to Auditing**
Duration:	3 hours
Target Group:	Anyone involved (or intending to be involved) in Auditing
Details of Session:	• What is Auditing • Skills required to be an effective auditor • Setting the goal and scope of an audit • Ascertaining the style / model of an audit • Creation of the Audit Documentation • Selecting and Training the Audit Team • Preparing a Plan • The logistics on the day • Opening Meeting • The actual audit • Feedback on audit findings • Post audit actions • Audit risk model

Course Name:	**Risk Management**
Duration:	5 hours
Target Group:	Anyone involved (or intending to be involved) in the Risk Management of an organisation or department. In this session, templates are introduced and used to work on real business risks to understand and mitigate them.
Details of Session:	• What is Risk Management and why is it important • The Risk Management Process • Identifying the risks in your organisation / department • Prioritising using a Risk / Severity Matrix • Using a template, create prevention and mitigation strategies for major risks identified • Using a template, create implementation plans for those strategies • Using a template, create a Risk Register

The sessions are designed to be short, on-site, punchy and realistic. These are not theoretical, text-book packages but practical, useful sessions designed to produce quick results