



LM045: Import - Export Procedures Documentation

Training Description:

International trade has been conducted by many companies for many years-in more recent times however, the growth in international sourcing/importing has meant that many companies have found they do not have the appropriate knowledge and know how.

This training programme looks at the essentials trade, import and export and freight management. It will give a structured approach so you can analyse and then improve your international trade operations.

Training Objectives:

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

- ✓ Have an overview and an in-depth understanding and knowledge of the functions of the various shipping documents and the import/export procedures

This course aims to provide both the practical and theoretical aspects of the latest and the most effective ways doing import/export.

Training Designed for:

This course is intended for those who are having some responsibility for buying from overseas and for forwarding/import activities, Traffic Managers, Forwarding Managers, Shipping Managers, Logistics/Supply Chain Managers and Expeditors. Those existing Managers/Supervisors, who need a “confirmation” of their current operation, Supply, Buying, Purchase, Logistics, Materials and Supply Chain Managers, those who are looking for business gains and benefits from managing their supply chains more effectively.

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.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE TEST
- ❖ Understand the fundamental knowledge areas of International Trade & Globalization
- ❖ The vital importance of Importation and Exportation
- ❖ Cost and benefit of trade facilitation measures
- ❖ Historical evolution of Trade Facilitation in the GATT/WTO
- ❖ Clarification of GATT Articles

DAY TWO:

- ❖ Definition of Closed and Open economies
- ❖ Growth of global trade & Importance
- ❖ Give an Overview of the risks inherent to the Import/Export field
- ❖ Explain the importance of being Detail-Oriented and of complying with Import/Export Regulations

DAY THREE:

- ❖ Evaluate how trends in Third-Party Logistics impact your decisions with regard to how you run your Import/Export operations
- ❖ List & explain the primary Documents required to Export and Import goods
- ❖ List & explain the factors used to determine duties and taxes on your goods
- ❖ Explain the importance of understanding and controlling the terms of sale INCOTERMS

DAY FOUR:

- ❖ Payment instruments in Foreign Trade
- ❖ Letter of Credit with focus on UCP600
- ❖ International transportation – goods released insurance process
- ❖ Legal aspects of Foreign Trade

DAY FIVE:

- ❖ Foreign trade Logistics and research
- ❖ Set performance standards for your Forwarder(s)
- ❖ Control Import & Export costs by using Consolidators
- ❖ Use Technology to gain a competitive advantage in Global Trade
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

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, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

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

Training Fees:

TBA 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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

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

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