



LM127-3D: Expediting Skills

Training Description:

This intensive training course is designed to provide participants with the up-to-date overview on expediting principles. It covers the total procurement process; expediting and coordinating a range of project; the effective expediting tools and techniques; the expediting and the overall procurement and supply process; the nature and frequency of expediting versus a purchase order; the factors influencing the type and frequency of expediting to be applied to a purchase order; the typical activities and deliverables that need to be expedited during delivery of an order; and the difference between activity and progress.

At the completion of the course, participants will be able to apply the effective communications with many groups during the delivery period; carryout expediting skills, knowledge and understanding against a model profile; develop pro-active role for “desk” expeditors; select and mobilise ‘field/works’ expeditors; assess progress; and apply record keeping and reporting.

Training Objectives:

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

- ✓ Apply and gain a good working knowledge on expediting principles
- ✓ Discuss the total procurement process and expedite and coordinate a range of project
- ✓ Recognize the effective expediting tools and techniques
- ✓ Explain the expediting and the overall procurement and supply process
- ✓ Describe the nature and frequency of expediting versus a purchase order
- ✓ Identify the factors influencing the type and frequency of expediting to be applied to a purchase order
- ✓ Recognize the typical activities and deliverables that need to be expedited during delivery of an order
- ✓ Differentiate activity and progress and apply effective communications with many groups during the delivery period
- ✓ Carryout expediting skills, knowledge and understanding against a model profile
- ✓ Develop pro-active role for “desk” expeditors
- ✓ Select and mobilise “field/works’ expeditors
- ✓ Assess progress as well as apply record keeping and reporting and effective expeditor

Training Designed for:

This course is intended for expediting and procurement officers to provide a wide understanding and deeper appreciation on expediting principles.

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
- ❖ Introduction
- ❖ Overview of the Total Procurement Process
- ❖ Factors Influencing the Type & Frequency of Expediting to be Applied to a Purchase Order
- ❖ Typical Activities & Deliverables that Need to be Expedited During Delivery of an Order

DAY TWO:

- ❖ Develop a Pro-Active Role for 'Desk' Expeditors
- ❖ Selection & Mobilisation of 'Field/Works' Expeditors
- ❖ Assessing Progress

DAY THREE:

- ❖ Record Keeping & Reporting
- ❖ Effective Expeditor
- ❖ 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:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615