



# Institute for Capacity Development (ICD)

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## Logistics and Facility Management

### Course Objectives

#### Upon completion of this course participants should be able to:

- Develop an awareness of the global facility management profession and identify a variety of Facility Management (FM) roles and responsibilities.
- Address potential FM challenges may be faced at a variety of different organizations.
- Develop an understanding of key drivers of supply chain performance
- Design an effective logistic plan for an ideal corporate or service Department
- Link effective planning and management to the strategic objectives of the company
- Describe the operational and strategic responsibilities of logistics.
- Develop the ability to design logistics systems and formulate integrated supply chain strategy

### Target Group

- Procurement or Purchasing managers,
- Facility Managers
- Materials Managers
- Supply Chain managers
- Plant managers
- Sales managers and
- Supply Chain consultants.
- Human Resource Officers

### Course Outline

- General management principles and skills
- Understanding key institutional strategic objectives and the value chain
- Defining FM within an organisation
- The key roles of FM
- The strategic importance of managing facilities
- Developing an FM plan and team
- Planning Facility Management Operations
- Safety and Emergency Management System
- The Facility Management Organization
- Quality in Facilities Management System
- Logistic roles in the economy and company

- Logistics and effective supply chain management
- Logistics objectives and strategies
- The need for planning in logistics
- Logistics and supply chain performance drivers
- Customer value and logistics
- Ports, Terminals and Warehouse Operations
- Framework for structuring logistics and supply chain drivers
- Establishing competitive advantage through logistics and SCM
- Measuring logistics costs and performance
- Scheduling
- Network models
- Designing the network in a supply chain
- Location analysis techniques in supply chain management
- Inventory and Supply management
- Managing material flow
- Transportation and transportation strategies
- The strategic logistics plan
- Creating the responsive supply chain
- JIT and product push versus demand pull
- Demand/supply planning management
- Lead time management
- Distribution planning management
- Warehousing
- Materials handling,
- Computerisation and packaging
- Procurement procedures
- Developing and reporting customer service standards
- Facilities Budget and Reports
- Action planning

Dates: 05<sup>th</sup> – 16<sup>th</sup> February 2018

Cost: US\$3150

Duration: 2 weeks

Venue: Pretoria, RSA