

# The Certified Institute of Warehousing And Materials Management

*(Established by the Federal Govt. Decree No. 1 of 1990)*

And

*Approved By Federal Ministry of Education*

*In Partnership With*

## The Chartered Institute of Supply Chain Management, Ghana.

# 2010

## TRAINING BROCHURE

*Date: 20<sup>th</sup> – 22<sup>nd</sup> October 2010*

*And*

*10<sup>th</sup> – 12<sup>th</sup> November 2010*

***Venue: The Institute National Secretariat,  
57 Isheri Road Aguda Ogba – Ikeja, Lagos State.***

**National Secretariat:** *NO. 57, Isheri by County Bus-Stop Road, Aguda-Ogba, Ikeja-Lagos.*

**Postal Address:** *P. O. Box 10132, Lagos State University, Main Campus Ojo, Lagos State.*

**Telephone:** 234-1-8121-578, 0802-548-6416, 0805-090-5747.

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### **Other Affiliate Partners:**

Chartered Institute of Supply Chain Management, Ghana, Institute of Customer Relationship Management, Institute of Professional Financial Managers, UK, Institute of Management Specialist, UK, Chartered Institute of Corporate Treasurers, USA, Xavier University, Netherlands Antilles, Central American, Floret Global University, Panama, West Coast University, Panama, Irish University Business School, UK.

## ***INTRODUCTION***

The Chartered Institute of Supply Chain Management is the most prominent professional body for those who are developing a career in Logistics and Supply Chain Management. The Institute was founded by a number of people from the profession, who recognized the need to develop standards in Supply Chain Management practices as well as increase the number of trained and qualified personnel who were required in a rapidly developing country. They formulated structured training programmes and assisted the institutions of learning in designing courses for their professional scheme curriculum.



Today there has been a progressive shift in focus from purchasing to supply chain management, and the Institute has recognized this fact by using its title as "Supply Chain Management". In addition, an alliance has been formed with the College of Supply Chain Management, Nigeria and also the Certified Institute of Warehousing and Materials Management, Nigeria which provides CISCW with reciprocal arrangement to enable its qualified members to be granted full exemptions or direct membership as approved by the Governing Council or as the case may be from time to time. This was considered to be a perfect integration of Purchasing, Warehousing, Materials, Logistics and Supply as an aspect of Supply Chain Management philosophies, which reflect similar trends occurring in the business environment.

World-wide there is a growing awareness of the strategic importance of efficient and effective Supply Chain Management objectives. Therefore the Institute is constantly aware and adapting to the changes occurring in the field of supply chain management profession, both nationally and internationally.



As global trading increases, and advances in technology occur, it will become essential for enterprises to adapt to the constant changes in the business environment. Those enterprises with the ability to take advantage of new opportunities, or increase supply chain effectiveness and efficiency will maintain a competitive edge over their rivals. However, change can not happen without the management skills of an enterprise, which can identify and implement changes for the benefit of the organization and management standards within the supply chain management profession.

## About Us CIWM.

The Certified Institute of Warehousing and Materials Management (CIWM) was established by the Federal Government Decree No. 1 of 1990 and also Approved by the Federal Ministry of Education as a Professional and Examining body to regulate the Training and Dedicated to the Practice of Warehousing, Stores, and Materials Management as an aspect of Supply Chain Management, within the membership framework throughout Nigeria.

CIWM provides a path to recognized professional qualification in Warehousing, Stores, and Material Materials Management of an International Standard; it is open to men and women solely on the basis of education and ability. The Institute also caters for the shortage of *qualified professionals* in the area of Stores, Warehousing, Inventory Control and Materials Management

## AIMS AND OBJECTIVES OF THE INSTITUTE

1. To determine and develop the art and science of good Stores and Materials Management as a profession, in industry, academic discipline, practice and distinct field of study and knowledge.
2. To provide academic and professional education in Stores and Materials Management with the view to improving the quality and standard of Stores and Materials Managers, focus as well as performance in Nigeria and beyond.
3. To determine the standards of knowledge and skills attained by persons seeking to become Certified Stores and Materials Managers and also to improve those standards from time to time.
4. To provide facilities for interested persons and members of The Institute to meet and discuss pertinent issues to Stores Administration in Nigeria.
5. To maintain discipline within the profession.

## Mission Statement

*To promote excellence in Warehousing, Stores and Materials Management towards national prosperity through sustainable development and also present for national service to our country and the world a professional qualified and academically sound **Certified Stores and Material Managers**.*

## Our Training Programmes:

The institute is expected to offer the ***Largest Bank of Knowledge*** on information in Warehousing, Stores, and Materials Management training programmes in Nigeria and in Africa. The training programmes are sub-divided into four categories, namely:

- i. **In-plant Training Programmes:** which are conducted at request of clients, with their inputs specifically tailored to the requirements of the clients.
- ii. **General Training Programmes:** conducted for members of the institutes, by the institute faculty. This is occasionally assisted by external resource persons, i.e. *Compulsory Professional Education Training*, known as COMPET. (*All members must attend at least one Programme per year*).
- iii. **Professional Diploma Certificate Training Programme:** designed to meet the identified needs of a large number of Warehousing, Stores and Materials Managers and Supervisors in business, industry, administrative organizations, especially those who have had the benefit of formal Warehousing, Stores and Materials Management education, and whose nature of jobs do not enable them to attend regular educational courses at higher institutions of learning.
- iv. **Part Time, Executive Development Programme:** at master degree and postgraduate diploma levels namely: MBA, M.Sc, PGD in Warehousing, Stores and Materials Management to meet the academic and professional needs and development of large number of Warehousing, Stores and Materials Managers at the top and middle level, especially in business, industry, administrative organizations. This will enable them become effective and proficient as well as making the members of the institute after the programme.

# ***PROFESSIONAL TRAINING PROGRAMMES***

***For***

***Transport/ Logistics officers that are into Fleet Management, Training Covers:  
Fleet Safety Management, Turn around Time, Fuel Management, Driver Management, Tyre  
Management, Goods on Transit and Vehicles Tracking Management.***

## ***Headings of the workshop Topics:***

### ***Day 1***

#### **Introduction to Fleet Safety Management.**

Risk Assessment and Road Hazards Analysis

Routing and Route Management

Mandatory Accident Prevention Equipment.

#### **Accident Prevention:**

Causes of Accident

Type of Accident

Rate of Accident

Cost of Accident - On individual and all vehicles

Breakdown history

### ***Day 2***

#### ***Road Signages and PPE Equipment***

Fuel and Tyre Management

Maintenance work for each vehicle in-house/on trip

Fuel and Tyre Management - Dos and Do not rules

Monitor maintenance of vehicles.

Statutory obligation: Registration/Insurance/Road Tax/State Permit

### ***Day 3***

#### ***Trip Management***

- Vehicle tracking
- Details of the consignors, goods and consignee
- Trip monitoring
- Assigning of vehicle/driver based on availability
- Management of multiple consignees in a single trip
- Management of more than 1 consignor in 1 vehicle
- Tracks turn around time, transit time and transit damage
- Records eventuality details

#### **Employee/Driver Management**

- Employee record management: driving records/medical history, qualifications, salary, leave etc
- Measures driver performance/RoI per driver
- Incentive/motivation/penalty /
- Impact of efficient turn around time and transit time

***Date: 20<sup>th</sup> – 22<sup>nd</sup> October 2010***

***And***

***10<sup>th</sup> – 12<sup>th</sup> November 2010***

***Venue: The Institute National Secretariat,  
57 Isheri Road Aguda Ogba – Ikeja, Lagos State.***

**Course Fees:**

**Course Fee: N 65,000** per Participant for Course Materials, Training and Certification.

**Target Group:**

Fleet Managers, Supply Chain Officers, Controllers, Transport and Logistics Managers, Distribution Managers, Executive, Supervisors, Officers involved in Supply Chain Management.

**Method of Payment:**

All payment should be in Certified Bank draft in favour The Certified Institute of Warehousing and Materials Management,

**Faculty:**

The programme shall be facilitated by skilled and experienced Supply Chain and Logistics Management Professionals

**Methodology/Administration:**

Formal lectures, Case studies\ Practical Sessions, Group discussions to reinforce the issues.

The Programme commences by 9.30. am daily

**Other Benefit:**

All Participants will be given **FREE MEMBERSHIP APPLICATION FORM** of The Chartered Institute of Supply Chain Management, Ghana and The Certified Institute of Warehousing and Materials Management, this will enable them to apply and as well as making them to become members of the institute after the programme.

**Note:** Nominators should contact the Institute 2 weeks before the date of the programme

**For Further Enquiries, Please Contact:**

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# CERTIFIED INSTITUTE OF WAREHOUSING AND MATERIALS MANAGEMENT.

*(Established by the Federal Govt. Decree No. 1 of 1990)*

*And*

*Approved By Federal Ministry of Education*

## NOMINATION FORM

**COURSES:** Ist Date: 20<sup>th</sup> – 22<sup>nd</sup> October 2010 & 2<sup>nd</sup> ...10<sup>th</sup> – 12<sup>th</sup> November 2010

*(Please Tick the Appropriate Quarter)*

*Please reserve One / Two place(s) on the courses indicated above for our staff whose particulars are given below:*

1. Name:.....

2. Name:.....

3. Name:.....

*Company's Name:*.....

*Office Address:*.....

.....

*Office E-mail:*.....*Tel No:*.....

*Staff Qualifications:*.....

*Present Post:*.....

*Job Description:*.....

.....

Name of Nominator.....

I, certified that this organization has attached a certified bank draft of N\_\_\_\_\_being the full payment of our Nominee(s)

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date