

**THE CERTIFIED INSTITUTE OF
WAREHOUSING AND
MATERIALS MANAGEMENT**

(Established by the Federal Govt. Decree 1, of 1990)

2008

BROCHURE

FOR

**PROFESSIONAL
TRAINING PROGRAMMES**

National Secretariat: *NO. 57 Isheri -Ojodu, Berger 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, 0805-0905747.
E-mail: cisminfo@yahoo.com, **Website:** www.cism-ng.org

INTRODUCTION

The Certified Institute of Warehousing and Materials Management (CIWM) was established by the Federal Government Decree No. 1 of 1990, as a Professional and Examining body to regulate the training and dedicated to the practice of Warehousing, Stores, and Materials 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 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 a view to improve the quality and standard of Stores and Materials Managers, focus and performance in Nigeria and beyond.
3. To determine the standards of knowledge and skills attained by persons seeking to become Certified Stores managers and also improves those standard from time to time.
4. To provide facilities for interested persons and members of The Institute to meet and discuss pertinent issues on Stores Administration in Nigeria.
5. To maintain discipline within the profession.

Mission Statement

*To promote excellent 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 programme in Nigeria and in Africa. The training programmes are sub divided into four categories namely:

- i. **In plant Training Programme:** which are conducted at the request of the clients, with their inputs specifically tailored to the requirements of the clients.
- ii. **General Training Programme:** conducted for members of the institute by the institute faculty, it is occasionally assisted by external resource persons, i.e. *Compulsory Professional Education Training*, known as *COMPET Programme*.
- iii. **Professional Diploma Certificate Training Programme:** designed to meet the identified need of a large number of Warehousing, Stores and Materials Managers and supervisors in business, industry, administrative organizations, especially those who does not have benefit of formal Warehousing, Stores and Materials Management education, and whose job do not regular attend educational courses at 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 Manages 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.

2008 PROFESSIONAL TRAINING PROGRAMMES

COURSE TITLE

1. *Effective Stores and Logistics Management for Excellent service delivery*

| Venues: | Dates | Course fee |
|---------------|---|--------------------------|
| Lagos | February 27 th -29 th | Members N35, 000.00 |
| Port Harcourt | March 11 th -13 th | Non- Members N 40,000.00 |
| Jos | March 27 th - 29 th | |

2. *Effective Contract, Procurement, and Supply Chain Management*

| Venues: | Dates | Course fee |
|---------------|---|--------------------------|
| Lagos | April 24 th - 26 th | Members N35, 000.00 |
| Port Harcourt | May 22 th -24 nd | Non -members N 40,000.00 |

3. *Strategic Outsourcing And Distribution Management for Profitability*

| Venues | Dates | Course fee |
|---------------|---|--------------------------|
| Lagos | June 12 th -14 th | Members N35, 000.00 |
| Port Harcourt | June 26 th -28 th | Non- members N40, 000.00 |

4. *Inventory Control, Accounting, And Stores Management*

| Venues | Dates | Course fee |
|----------------|---|-------------------------|
| Ibadan | July 17 th -19 th | Members N35, 000.00 |
| (Delta, Asaba) | August 14 th -16 th | |
| Kano | August 28 th -30 th | Non-members N40, 000.00 |

5. *e- Stores\ Warehouse Management and Efficiency for peak performance*

| Venues | Dates | Course fee |
|--------|--|--------------------------|
| Lagos | September 25 th -27 th | Members N40, 000.00 |
| Jos | October 23 rd - 25 th | Non –members N45, 000.00 |

6. *Effective Logistics Cost Reduction And Warehouse Management*

| Venues | Dates | Course fee |
|---------------|---|-------------------------|
| Lagos | November 13 th -15 th | Members N35, 500.00 |
| Port Harcourt | November 27 th -29 th | Non-members N40, 000.00 |

Note: Nominations should get us 2 weeks before the date of the programme

For Further Enquiries, Please Contact:

The Deputy Registrar,

The Certified Institute of Warehousing and Materials Management

57, Isheri Road, Aguda-Ogba, Ikeja, Lagos State.

Tel: 01-8121578, 08025486416, 08050905747

E-mail: cisminfo@yahoo.com, Website www. Cism-ng.org

Or

The Co-ordinating Consultants

Higher-Heights Associates Ltd

3,Mudupe Street, Anifowoshe, Ikeja-Lagos

Tel:08058427542,07038695622

E-mail: udk-20006@ yahoo.com

Course Title:

1. Effective Stores and Logistics Management for Excellent service delivery

OBJECTIVES:

The programme is designed to

- 1. Sharpen the skill of the participant in logistics and stores management to be at their best to contribute optimally to the realization of their organizations goals.*
- 2. Equip the attendees with the latest developments in logistics\ warehouse management and control*
- 3. Provide a platform to interact with colleagues from different sections of the economy and gain from their experiences.*

WORKSHOP CONTENTS:

- 1. Strategic planning for effective stores and logistics management*
- 2. Effective Logistics management for peak performance*
- 3. Effective stores administration*
- 4. Stock control, maintenance and security*
- 5. Computer Application in logistics and stores management*
- 6. Emerging issues in stores and logiticsManagement*

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Formal lectures case studies\practical session, Group discussions to reinforce the issues.

Venues:

Lagos

Port Harcourt

Jos

Dates

February 26th-28th

March 11th-13th

march 25th- 27th

(Excluding Accommodation)

Course fee

Members N35, 000.00

Non- Members N 40,000.00

Course Topic:

2. Effective Contract, Procurement, and Supply Chain Management

RATIONALE:

This workshop is designed in response to several enquires from officers involved in purchasing and supply who want to remain current in their fields and keep their organizations competitive.

OBJECTIVES:

At the end of the workshops, participants will able to:

- 1. Identify supplies investment risk and how to manage it:*
- 2. Apply principle of effective purchasing and supply:*
- 3. Identify new method of sourcing or supply*
- 4. Organize personnel for effective purchasing:*
- 5. Determine how purchasing as a function can deliver value to business*
 - 5. Improve their negotiations skills; and*
 - 7. Assess the performance of the purchasing and supply functions.*

WORKSHOP CONTENTS:

1. *General principle and objectives of purchasing functions*
2. *Techniques of purchasing*
3. *The purchase cycles, forms and records*
4. *Management of storages, Damages and Returns*
5. *The supply functions and the make-or-buy decision*
6. *Negotiations.*
7. *Practical approach to sourcing for best value*
8. *Value based sourcing people, process, and technology.*

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Lectures, discussion role-play, case studies and films, Audio aids will be used to reinforce the learning methods.

Venues:

Lagos

Port Harcourt

Dates

April 22nd - 24th

May 20th - 22nd

Course fee

Members N35, 000.00

Non -members N 40,000.00

Course Topic:

3. Strategic Outsourcing And Distribution Management for Profitability

RATIONALE:

'Outsourcing' is possibly a wider term than make- or-buy, although the two terms are often used synonymously. Outsourcing is the strategic use of resources to perform activities traditionally handled by internal staff and their resources...(It is a) management strategy by which an organisation out sources major non-core functions to specialized, efficient service providers. One of the primary challenges in sourcing and procurement today is overcoming the inefficient bottleneck of traditional manual processes. Although necessary, the business of qualifying suppliers, documents, and complex negotiations mean that enough time is not left over for the important business of cultivating multiple strategic sourcing relationships.

The objective is to shorten sourcing cycles by collaborating online, automating processes and rapidly comparing sourcing alternatives. Provide the business intelligence needed to negotiate price reductions. Improve supplier relationships by Deeping the collaborative footprint.

Sourcing strategy. Capture greater overall cost savings by addressing a large portion of the overall purchasing spend every purchasing professional wants to accelerate the development of an optimal supply base and purchase materials under the best terms, including price, quality, delivery, lead times and other performances metrics

OBJECTIVES:

At the end of the workshops, participants will be able to:

1. *Distinguish between strategic, tactical, and operational sourcing levels.*
2. *Show the importance to purchasing of an analysis of market conditions..*
3. *Differentiate company procurement directives and explain their Importance.*
4. *State and discuss the main sources of information relating to potential suppliers.*
5. *Indicate the applicability and scope of supplier appraisal.*
6. *Prepare a checklist for visits to suppliers.*

7. States and discuss the Ten Cs of effective suppliers.
8. Distinguish between, tactical make-or-buy decisions, and some factors involved in such decisions.
9. Define outsourcing and compare the advantages and disadvantages of outsourcing
10. List the stages involved in implementing outsourcing.
11. Discuss the feasibility of outsourcing purchasing, Subcontracting and control of subcontractors.

WORKSHOP CONTENTS:

1. Sourcing level, Strategic Sourcing and Tactical, operational sourcing
2. Sourcing information and Analysis of market conduction
3. Company Sourcing directives and early buyer and involvement
4. Sources of supply information
5. Supplier's appraisal and assessment
6. Supplier's performance rating
7. The Ten Cs of effective Suppliers evaluation
8. What is outsourcing? Outsourcing purchasing
9. Subcontracting and make or buy strategies and tactics

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Formal lectures case studies\practical session, Group discussions to reinforce the issues.

Venues

Lagos

Port Harcourt

Dates

June 10th-12th

June 24th-26th

Course fee

Members N35, 000.00

Non- members N40, 000.00

Course Topic:

4. Inventory Control, Accounting, And Stores Management

RATIONALE:

Materials management involves balancing the risks of having too little inventory thereby hampering production of impacting negative ly on sales and having so much stock with the cost that goes with it. Organizations can use a lot alter capacity, schedule production and mange inventory. The workshop will address these and other emerging issues.

OBJECTIVES:

At the end of the workshop, participant will be able to:-

1. *Demonstrate dexterity in inventory management;*
2. *Apply appropriate technique for stock evaluation and inventory control;*
3. *Design the most appropriate layout for effective stores management*
4. *Apply computer to inventory management: and*
5. *Share experience with colleagues from both private and public sectors of the economy.*
6. *Identify new methods of fraud prevention and control in stores management.*

WORKSHOP CONTENTS:

1. *Functions of stores officers*
2. *Problems encountered by the store officers and possible control*
3. *Types of stores and material management controls*

4. Accounting systems Design an Installation for various stores
5. Stock valuation and verification techniques
6. Inventory control systems
7. Prevention and control of fraud in stores
8. Stock budget preparation procedures
9. Use of computers in store Acquisition, processing and storage
10. Experience sharing session.

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Formal lectures case studies\practical session, Group discussions to reinforce the issues.

| Venues | Dates | Course fee |
|----------------|---|-------------------------|
| Ibadan | July 15 th -17 th | Members N35, 000.00 |
| (Delta, Asaba) | August 12 th -14 th | |
| Kano | August 26 th -28 th | Non-members N40, 000.00 |

Course Title:

5. e- Stores\Warehouse Management and Efficiency for peak performance

RATIONALE:

e-Stores/ Warehouse: The means by which organization and people utilizing appropriate technologies gather, process, store, use and disseminate information. The storage phase is that in which data, information, and processing instructions are stored in computable user form for retrieval as well as updating and subsequent processing as required.

e-Stores/ Warehouse is a central deposit system for all or significant parts of the data collected from the source documents created by the various transactions such as placing orders or making payments. Data warehouses drive decision support systems by enabling decision makers to extract information quickly to provide answers to queries about the business or answer what-if questions.

OBJECTIVES:

The Programme is designed to

1. Equip the participant with the necessary skills to manage their stores\warehouses electronically and efficiently.
2. Inculcate in the attendee the skills for e- procurement, stock control and Audit their stores electronically.
3. Develop unique security measures to forestall fraud in materials management

WORKSHOP CONTENTS:

1. Spreadsheet Application in stores\Materials for easy Analysis of data
2. Spreadsheet data and editing.
3. Fomulas and functions in effective stores\materials management
4. Computer Networking for better data Management
5. Purchasing cards- procurement and effects of the Internet on procurement

6. *Effective Computer Application in materials management through the use of appropriate software*

8. *Bin card\ stock control cards using computer system*

9. *Electronic Stores auditing*

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Formal lectures case studies\practical session, Group discussions to reinforce the issues.

| Venues | Dates | Course fee |
|---------------|--|--------------------------|
| Lagos | September 28 th -30 th | Members N40, 000.00 |
| Jos | October 14 th -16 th | Non –members N45, 000.00 |

Course Topic:

6. Effective Logistics Cost Reduction And Warehouse Management

RATIONALE:

Improve service; cost reduction and enhanced performance are the goals of all warehousing and distribution operations. Using these areas for competitive requires real focus on proper planning and continuous improvement.

If money makes the world go “round,” inventory makes logistics go ‘round’. The Planning starting moving, and accounting for inventory are the basis of logistics: Inventory availability is the most important aspect of customer service, and inventory carrying costs are typically the most expensive aspect of logistics management.

Warehouse is a vital function in most organizations, frequently however, the benefits available to the business from effective control of the operation are either overlooked or under exploited.

The seminar has been designed for experienced or newly promoted personnel who have a responsibility for controlling the stores\warehouse activities

OBJECTIVES:

The programme is designed to:

- 1. Sharpen the skills of the participants to perform their roles effectively and efficiently*
- 2. Guide you to significantly elevate the effective control and use of inventory*
- 3. Help anyone struggling with order or min-max inventory systems.*
- 4. Sharpen the skills of the participant to perform their role effectively and efficiently*
- 5. Guide you to significantly elevate the effective control and use of inventory*
- 6. Help anyone struggling with order point or min-max inventory systems.*
- 7. Provide the most advanced techniques and tools used by world-class companies*
- 8. Explain the latest on forces simulation models for improved customer service.*

WORKSHOP CONTENTS:

- 1. Principle of logistics costing*
- 2. Gaining competitive advantage through logistics*
- 3. Strategic lead time management*
- 4. Cost drivers and activities based costing*
- 5. The role of the warehouse in logistics and business environment*

6. *Warehouse operations systems integrates*
7. *Warehouse performance, cost and value measures*
8. *The strategic role of inventory management*
9. *Inventory Accuracy and audits*
10. *Effective Materials handling systems.*

Target Group

Stores controllers transport and logistics management stores and warehouse managers, stores Accountants, stock verifiers, Executive, supervisors and officers involved in purchasing, stores and Management of materials in private and public sector organization.

Methodology

Value Based Sourcing, People, process and Technology, Formal lectures case studies\practical session, Group discussions to reinforce the learning method.

Venues

*Lagos
Port Harcourt*

Dates

*November 11th-13th
November 25th-27th*

Course fee

*Members N35, 500.00
Non-members N40, 000.00*