



INSIGNIA SEMINARS & CONFERENCE ORGANIZERS LLC

NON - TECHNICAL TRAINING PLAN

Note: All our courses can be conducted On Site/In-House/or in Dubai, Abu Dhabi, Amman, Istanbul, Kuala Lumpur or as per client's request.

| No. | Course Title | Duration | |
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| Logistics & Supply Chain Management | | | |
| STOREKEEPING COURSES | | | |
| Log 001 | Advanced Stores Management | 5 Days | |
| Log 002 | Basic Storekeeping Skills | 5 Days | |
| Log 003 | Effective Storekeeping Skills | 5 Days | |
| RETAIL AND SALES MANAGEMENT COURSES | | | |
| Log 004 | Advanced Retail Management | 5 Days | |
| Log 005 | Basic Retail Skills | 5 Days | |
| Log 006 | Customer Care and Service Skills | 5 Days | |
| Log 007 | Product, Packaging and Branding Strategies | 5 Days | |
| Log 008 | Retail and Supply-Chain Management | 5 Days | |
| Log 009 | Sales Management | 5 Days | |
| Log 010 | Sales and Marketing Skills | 5 Days | |
| Log 011 | Selling and Merchandising Skills | 5 Days | |
| Log 012 | Understanding the Retail Strategy | 5 Days | |
| PURCHASING MANAGEMENT COURSES | | | |
| Log 013 | Analyzing the Supply Market | 5 Days | |
| Log 014 | Capital, Revenue and MRO Techniques | 5 Days | |
| Log 015 | Controlling Prices and Cost-Effective Expediting | 5 Days | |
| Log 016 | Controlling Costs and Prices in Purchasing Management | 5 Days | |
| Log 017 | Developing a Procurement Strategy | 5 Days | |

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| Log 018 | Drafting Specifications and Standards | 5 Days | |
| Log 019 | Effective Procurement Research | 5 Days | |
| Log 020 | Effective Procurement Management | 5 Days | |
| Log 021 | Implementing and Using the EFQM Procurement Assessment Model | 5 Days | |
| Log 022 | Improving and Measuring Your Procurement Performance | 5 Days | |
| Log 023 | Managing your Supplier Base | 5 Days | |
| Log 024 | Managing Relationships with Suppliers | 5 Days | |
| Log 025 | Monitoring and Benchmarking Suppliers | 5 Days | |
| Log 026 | Procurement Best Practices | 5 Days | |
| Log 027 | Reviewing your Procurement Structure | 5 Days | |
| Log 028 | Specifying and Assuring Quality | 5 Days | |
| Log 029 | Supplier Selection Process | 5 Days | |
| Log 030 | Supplier Positioning | 5 Days | |
| Log 031 | System and Team Building in Procurement | 5 Days | |
| Log 032 | Understanding the Procurement Management Principles | 5 Days | |
| Log 033 | Vendor Assessment and Rating | 5 Days | |
| TENDERS AND CONTRACTS MANAGEMENT COURSES | | | |
| Log 034 | Building Long-Term Partnerships | 5 Days | |
| Log 035 | Contract Management Skills | 5 Days | |
| Log 036 | Contract Specification Writing | 5 Days | |
| Log 037 | Contractual Claims and Dispute Resolution | 5 Days | |
| Log 038 | Designing and Managing Effective Contracts | 5 Days | |
| Log 039 | Developing Incentive Contracts | 5 Days | |
| Log 040 | Management of Contracts and Contract Claims | 5 Days | |
| Log 041 | Preparing and Managing Contracts | 5 Days | |
| Log 042 | Successful Contract Negotiations | 5 Days | |
| Log 043 | Tender Design and Evaluation | 5 Days | |

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| Log 044 | Tendering Processes | 5 Days | |
| INVENTORY MANAGEMENT COURSES | | | |
| Log 045 | Advanced Forecasting Techniques | 5 Days | |
| Log 046 | Inventory and Stock Control Management | 5 Days | |
| Log 047 | JIT Techniques | 5 Days | |
| Log 048 | Managing Inventory Effectively | 5 Days | |
| Log 049 | Reasons for Holding Stock | 5 Days | |
| Log 050 | Statistics for Inventory Control Management | 5 Days | |
| Log 051 | Stock Control Processes | 5 Days | |
| Log 052 | Understanding Basic Forecasting Techniques | 5 Days | |
| WAREHOUSE MANAGEMENT COURSES | | | |
| Log 053 | Management of Storage Facilities | 5 Days | |
| Log 054 | Managing Costs in Warehousing | 5 Days | |
| Log 055 | Materials Handling in the Modern Warehouse | 5 Days | |
| Log 056 | Material Cataloguing, Specifications and Storage Planning | 5 Days | |
| Log 057 | Warehouse Supervisor Roles | 5 Days | |
| Log 058 | Warehouse and Store Management | 5 Days | |
| Log 059 | Warehouse and Distribution Management | 5 Days | |
| LOGISTICS MANAGEMENT COURSES | | | |
| Log 060 | Advanced Logistics Management | 5 Days | |
| Log 061 | Applied Logistics Management | 5 Days | |
| Log 062 | Developing a Logistics Strategy | 5 Days | |
| Log 063 | Implementing a Logistics Process in your Organization | 5 Days | |
| Log 064 | International Logistics Management | 5 Days | |
| Log 065 | Logistics Management | 5 Days | |
| Log 066 | Logistics in Manufacturing Management | 5 Days | |
| Log 067 | Logistics in Retail Management | 5 Days | |
| Log 068 | Measuring the Logistics Performance | 5 Days | |



SUPPLY-CHAIN MANAGEMENT COURSES

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| Log 069 | Advanced Supply-Chain Management | 5 Days | |
| Log 070 | Supply-Chain Awareness | 5 Days | |
| Log 071 | Supply-Chain Management | 5 Days | |

INTERNATIONAL BUSINESS AND TRANSPORT MANAGEMENT COURSES

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| Log 072 | International Business Management | 5 Days | |
| Log 073 | International Transport Management | 5 Days | |
| Log 074 | Freight and Cargo Management | 5 Days | |

HEALTH & SAFETY MANAGEMENT COURSES

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| Log 075 | Health & Safety in a Logistics Environment | 5 Days | |
| Log 076 | Health & Safety in Warehousing and Transport | 5 Days | |