

# Logistics for non-logistical staff

Hands-on course of 2 days - 14h

Ref.: LOS - Price 2024: CHF1 440 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 1) The basic principles of logistics

- The role of logistics in the business. Logistical requirements.
- Principles of inventory management.
- The objectives of logistics.
- The economic, legal and financial challenges, brand image, etc.
- The scope of logistics.
- Logistical costs.
- The main parties involved in logistics.

### 2) Human resources and material requirements

- The expectations of customers and their needs.
  - Process approach.
  - The parties involved in the logistics chain.
  - The contribution of the employee to the value chain of the customer.
  - The relationship with the commercial and procurement functions.
  - The different types of transport used by logistics (road, sea, air).
  - The characteristics of the goods influence the choice of the means of transportation.
- Choosing the appropriate transport
- The quantities of goods. Taking deadlines into account. Cost management.

### 3) Delivery and platforms

- Direct delivery of goods.
- The dispersed market.
- The different types of platform.
- Platform management.
- The different methods used by logistics.

*Hands-on work : Hands-on work*

### 4) Principles, techniques and methods used in logistics

- Presentation of the Kanban.
- Master Production Schedule (MPS)
- Sales and Operation Planning (SOP)
- Presentation of production planning: MRP (Material Requirements Planning).
- Presentation of Distribution Resource Planning (DRP).
- Just-in-time (JIT)

### 5) Use of information and communication technologies

- Identification of products (barcode, RFID).
- Exchange of computer data.
- Planning, forecasting and scheduling. Monitoring of flows.
- Planning and forecasting tools.
- Scorecards, indicators, statistics.
- Links with other areas in the company.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Logistics software (ERP): Supply Chain Management (SCM).

*Hands-on work* : Hands-on work Example of planning and scheduling. Establishment of a scorecard for monitoring purposes

## DATES

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### REMOTE CLASS

2025 : 27 Mar, 16 Jun, 18 Sep, 11  
Dec