



The 1st

Certified Logistics Course of Primary level

The support of Japanese METI will be offered to The Logistics Personnel Training Program !
This program transfers techniques from Japan to Vietnam on the basis of the content of a Japanese logistics qualification program.

Date	September 18 (Tue)	(1) Introduction to Logistics
	September 19 (Wed)	(2) Transportation and Delivery
	October 09 (Tue)	(3) Packaging
	October 10 (Wed)	(4) Storage and Cargo handling
	October 30 (Tue) & 31(Wed)	(5) Inventory Management
All 6 days		(6) Logistics Cost
		(7) Information System in Logistics
		(8) Improvement of Logistics Operations
		(9) General Practice (Practical exercises to improve logistics operation)



- Designed for**
- Those who want basic logistics knowledge
 - Middle managers in logistics division
 - Middle managers, leaders, and leadership candidates at logistics operation sites
 - Middle managers, leaders, and leadership candidates for in-factory logistics operations (e.g., parts supply to production lines and the management of finished product warehouses)



Instructor
Vietnamese instructors having much experience and knowledge of logistics. They have completed the educational program conducted by the Ministry of Economy, Trade and Industry of Japan (METI) and are now working for Japanese or Vietnamese companies.

Venue
HANOI TRADE CORPORATION training room
Address: Hapro Building (16th Fl.), 11B Cat Linh str., Dong Da Dist., Hanoi

Organizer & Secretariat Viet Nam Shippers' Council (VNSC) **Partner** Japan Institute of Logistics Systems (JILS)

Are you having problems with logistics personnel training?

- ◆ There are no opportunities for learning specialized logistics knowledge.
- ◆ Problems have been found in logistics operations, and I want employees to implement improvement measures; however, there are no established procedures.
- ◆ I want employees to learn the basic logistics improvement procedures and logistics cost management.
- ◆ There are improvement ideas; however, they are not logical and have no quantitative support
- ◆ Logistics costs need to be reduced.

Features of this program

- ◆ The program will be taught by Vietnamese instructors with rich business experience, who have completed the training program offered as a Japanese METI project and are now working for Japanese or Vietnamese companies.
- ◆ You can learn the basic of logistics systematically.
- ◆ You can build up personal connections by attending lectures and working on operation improvement exercises with participants with different work backgrounds.
- ◆ You will be qualified as a Logistics Professional (Basic Level) as proof of mastering logistics basics if you meet program performance criteria.

Find out more

<https://vietnamshippers.com.vn/>

What is the Basic-Level Logistics Qualification Program?

Background

- ◆ The ASEAN region is attracting attention as a production base and consumer market as the global supply chain expands. In particular, Vietnam is predicted to have stronger connections with the rest of the world because of the recent rapid economic growth and also because of the *China plus one* and *Thailand plus one* strategies (a global trend of choosing an extra country when building production bases in China or Thailand). Vietnam will require more sophisticated logistics systems, and individuals who can use such systems are essential.
- ◆ When JILS interviewed with companies in Vietnam in September 2014, they discovered issues and the need for training logistics managers and logistics operation leaders who have and can apply their basic logistics knowledge and correct understanding of logistics improvement and cost management.
- ◆ It is predicted that modern trading (e.g., general merchandise stores and convenience stores) will further develop in Vietnam, requiring more complex and sophisticated logistics operations. Consequently, training and skill enhancement of logistics managers and logistics center leaders has become an urgent task.
- ◆ Therefore, with the support of Japanese METI and JILS, VNSC decided to provide the *Logistics Qualification Program (Basic Level) CLC-P* by localizing the Japanese logistics qualification program to match the Vietnamese business environment.
- ◆ This program will be taught by 15 Vietnamese instructors with rich experience in logistics management. They have completed educational programs in Japan or Vietnam and learned logistics basics, operation improvement, and cost management from Japanese logistics experts. They will teach easy-to-understand lectures using Vietnamese case studies and through exercises.
- ◆ This program will be perfect for companies that want to improve logistics operation, reduce logistics costs, and train middle managers in a logistic division or logistics operation leaders.



Program objective

- ◆ The objective of this program is to strengthen the business competitiveness of companies by providing individuals with basic knowledge and the ability to apply such knowledge to achieve improved logistics productivity, cost reduction, and customer satisfaction.

Target achievement level

- ◆ For participants to achieve the following performance levels, this program will provide lectures and exercises based on the curriculum localized to match the Vietnamese business environment.

1. Have basic knowledge about logistics
2. Understand how to apply the acquired basic knowledge to actual operations
3. Understand the customers and supply chain (products flow) of their organization and are aware of the roles of their job
4. Have the ability to identify issues and future tasks in their job and suggest improvement plans
5. Have the ability to work with other members to improve logistics operations
6. Have a wider perspective through the acquisition of basic knowledge and have the ability to work with other companies or divisions to deal with the tasks

Day 1 and Day 2

Learning the basics of logistics

date	time	program	Lecturer
September 18 (Tue)	8:30-9:00	Opening ceremony and orientation	(Secretariat) VNSC
	9:00-13:45	1 Module 1 Introduction to Logistics 1. Outline and significance of logistics (opportunities and challenges). 1.1 Economic circumstances in Viet Nam 1.2 Issues 2. Definition and role of logistics. 2.1 Definition and coverage 2.2 Role 3. Important view points toward the detection and solution of logistics issues. 3.1 "Customer First" philosophy 3.2 "Total Optimization" 3.3 "Life-cycle Cost" of merchandise 3.4 Cost reduction 3.5 Improvement in logistics 3.6 Japan philosophy and methodology (5S and Kaizen) Reflections	Mr. Phan Thong TRANSAZ JSC. Mr. Tran Manh Ha SUPPLYNET CO., LTD.
	14:00-17:30	2 Module 2 Transportation & Delivery 1. Transportation & Delivery overview 1.1 Outline. 1.2 The role of transportation & delivery in logistics field. 2. The modes of transportation. 3. Transportation & Delivery management 3.1 Safety administration. 3.2 Transportation quality (time , status , safety) 3.3 Outline of law & regulation related to transportation. 3.4 Trucking cost. 3.5 Approach to improve transportation. 3.6 Evaluation of trucking improvement. Reflections	Mr. Nguyen Van Chinh NIPPON EXPRESS (VIETNAM) CO., LTD. Mr. Hoang Hai VOSA CORPORATION
September 19 (Wed)	9:00-11:30	3 Module 3 Packaging 1. Definition, purpose and role of packaging 1.1 Definition of packaging 1.2 Purpose of packaging 2. Type, form and material of packaging 2.1 Kind and form of packaging 2.2 Types of packaging material 3. Labeling and marking in packaging 3.1 Labelling 3.2 Marking 4. Packaging cost reduction method 4.1 Principle of packaging cost reduction method 4.2 Example of packaging cost reduction method 4.3 Packaging effectiveness indication Reflections	Mr. Le Van Long SOTRANS LOGISTICS Ms. Pham Thu Mai SAGAWA EXPRESS VIETNAM CO., LTD.

date	time	program	lecturer
September 19 (Wed)	13:00-17:30	<p>4 Module 4 Storage & Cargo Handling</p> <ol style="list-style-type: none"> 1. Role of warehouse and Logistic Center <ol style="list-style-type: none"> 1.1 Types and roles of warehouse and logistics center. 1.2 Operation flow in warehouse and logistics center 1.3 Safety administration, labor management and legal restraints 1.4 Points to be checked when inspecting warehouse and logistics center 2. Storage <ol style="list-style-type: none"> 2.1 Roles of storage 2.2 Typical storage equipment and its characteristics 2.3 Points of storage management (management conditions, storage state, safety, workability, cost) 2.4 Point of view on storage cost 2.5 Points to improve storage (warehouse layout, location setting and visualization) 3. Cargo handling and distribution processing <ol style="list-style-type: none"> 3.1 Role of cargo handling (carrying, gathering, lifting, sorting, assembling, distinguishing) 3.2 Typical cargo handling equipment and its characteristics 3.3 Role of distribution processing 3.4 Point of view on cargo handling cost (fee for entering and dispatching from warehouse) and cost for distribution processing 3.5 Points to improve cargo handling cost (gross profit per man-hour and reviewing work method) <p>Reflections</p>	<p>Mr. Luu Duc Anh TOTO VIETNAM CO., LTD.</p> <p>Ms. Nguyen Thuy Duong HANOI TRADE CORPORATION</p>

Day 3 and Day 4

Learning the basics of logistics

date	time	program	lecturer
October 09 (Tue)	9:00-11:30	<p>1 Module 5 Inventory Management</p> <ol style="list-style-type: none"> 1. Corporate management and inventory <ol style="list-style-type: none"> 1.1 Purposes and Significance of Inventory Management 1.2 Difficulty of setting a proper inventory quantity 1.3 Effects of Inventory Management 1.4 Stock Take 2. Methods for inventory management <ol style="list-style-type: none"> 2.1 Missions of inventory management 2.2 What is proper inventory quantity? 2.3 Ordering method 2.4 Calculation method of safety stock <p>Reflections</p>	<p>Ms. Le Thi Thuy Huyen LE GIA IMPORT EXPORT TRADING CO., LTD.</p> <p>Mr. Phan Thanh Giang SG SAGAWA VIETNAM</p>

Program

date	time	program	lecturer
October 09 (Tue)	13:00-17:30	<p>2 Module 6 Logistics Cost</p> <ol style="list-style-type: none"> 1. Purpose of controlling & calculating logistics cost 2. Cost trade-off 3. Logistic cost for shipper – Basic structure of logistics cost <ol style="list-style-type: none"> 3.1 Structure of logistic cost 3.2 Practice – Calculation of logistics cost 4. Logistic cost for logistics companies – Transportation cost / Cargo handling / Storage cost <ol style="list-style-type: none"> 4.1 Cost structure of truck transportation 4.2 Management of vehicle running cost 4.3 Practice – Calculation of logistics cost 4.4 Logistics cost improvement example <p>Reflections</p>	<p>Ms. Bui Thi Bich Hang CANON VIETNAM CO., LTD.</p> <p>Ms. Le Thi Hoang Oanh AVINA LOGISTICS JSC.</p>
October 10 (Wed)	9:00-11:30	<p>3 Module 7 Information System in Logistics</p> <ol style="list-style-type: none"> 1. Overall information systems in logistics <ol style="list-style-type: none"> 1.1 Roles of information technologies in logistics 1.2 Key technologies in logistics 2. Major information systems in logistics <ol style="list-style-type: none"> 2.1 Information systems in logistics 2.2 Major systems 3. Visibility in logistics & Sum-up <ol style="list-style-type: none"> 3.1 What is the visibility in logistics 3.2 Sum-up <p>Reflections</p>	<p>Mr. Luong Binh Thai AEON VIETNAM CO., LTD.</p>
	13:00-17:30	<p>4 Module 8 Improvement of Logistics Operations</p> <ol style="list-style-type: none"> 1. Purpose and significance of improvement <ol style="list-style-type: none"> 1.1 What is logistics? 1.2 What does improvement mean? 1.3 Kaizen is an effective method of improvement 1.4 Purposes and significance of improving logistics 2. Qualification for the person in charge and leader who improve the logistics site <ol style="list-style-type: none"> 2.1 Knowledge and experience of person in charge 2.2 Skill of person in charge 3. Improvement procedure <ol style="list-style-type: none"> 3.1 Area of improvement 3.2 Improvement method 3.3 Procedure of improvement 4. To identify a problem 5. 4 main methods of improvement <ol style="list-style-type: none"> 5.1 Drawing workflow and application 5.2 Work sampling and allocation 5.3 ABC analysis and application 5.4 Facility layout planning 6. PDCA and SGA method <ol style="list-style-type: none"> 6.1 PDCA method 6.2 SGA method <p>Reflections</p>	<p>Mr. Hoang Hoai An PENGUIN LTD.</p> <p>Mr. Ta Quang Dung TOSHIBA LOGISTICS VIETNAM CO., LTD.</p>

Day 5 and Day 6

Group exercises: learning how to improve logistics operation

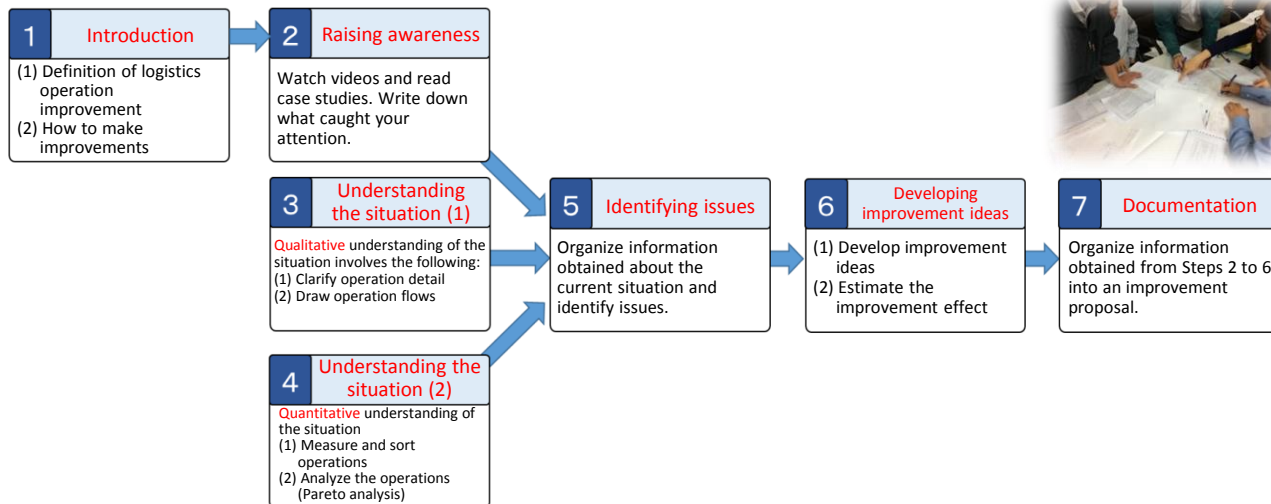
◆ In the group exercises, the participants will work with their group members to discuss and develop improvement ideas based on the knowledge acquired between Day 1 and Day 4.

Exercise (1)

- The example problems include many points for improvement.
- The participants must understand the situation, identify issues, and develop improvement ideas.
- Through this exercise, the participants will learn how to make improvements.

Exercise (2)

- The participants will discuss how to improve efficiency of order-picking in a warehouse of an imaginary company.
- The participants will work on this exercise while reviewing the improvement procedure that they learned on Day 1.



date	time	program	lecturer
October 30 (Tue)	8:00-9:45	Written TEST <ul style="list-style-type: none"> • In order to understand the degree of comprehension of the basic knowledge of logistics in modules 1 to 8, selective test will be conducted. 	(Secretariat) VNSC
	10:00-17:30	1 Module 9 General Practice (Day 1) -Learning the procedures of improvement through simple work examples- 1. Grasping the current status (qualitative / quantitative) 1.1 Clarify the work elements 1.2 Drawing a work flow (flowchart) 1.3 Measurement of operation time 1.4 Classification of operations 2. Examination of improvement ideas 2.1 Organizing problems and issues 2.2 Examination of improvement ideas 3. Creation of improvement proposal 3.1 Improvement proposal	Instructors
October 31 (Wed)	8:00-17:00	2 Module 9 General Practice (Day 2) - Case Study (Improvement of picking operation in warehouse) - 1. Grasping the current status (qualitative / quantitative) 1.1 Grasping the operations. 1.2 Drawing a work flow (flowchart) 1.3 Classification of operations 1.4 Pareto analysis 2. Examination of improvement ideas 2.1 Organizing problems and issues 2.2 Examination of improvement ideas 3. Creation of improvement proposal 3.1 Improvement proposal	Instructors
	17:00-17:30	Reflections	(Secretariat) VNSC
	17:30-18:30	Certification Ceremony	(Secretariat) VNSC
	18:30-20:00	Convivial Gathering	(Secretariat) VNSC

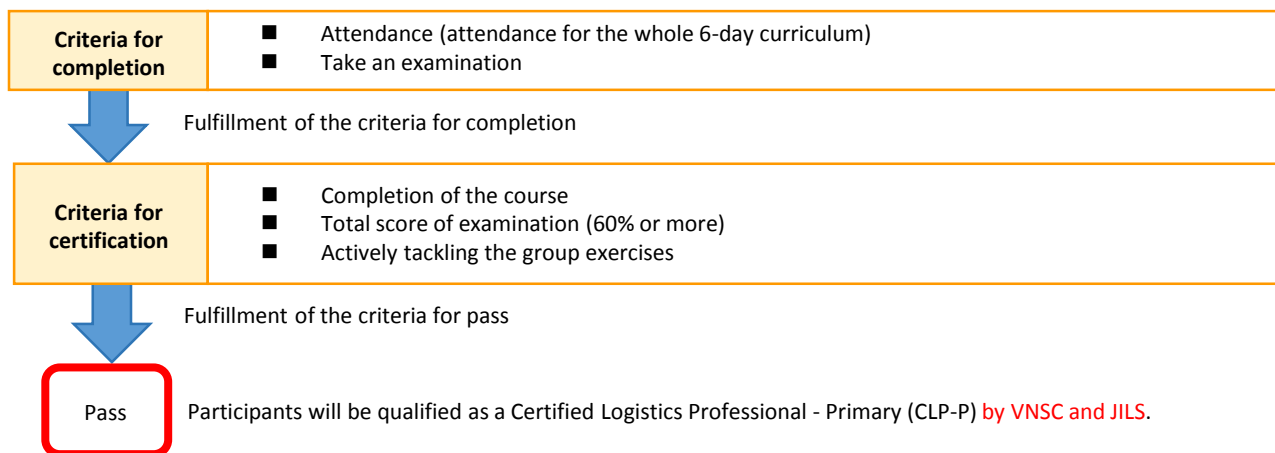
Support for Producing High-Level Outcomes

- ◆ The program is designed to support the participants before and after as well as through the program period to maintain a sense of purpose and achieve the goals of “reaching individual targets” and “developing skills to play an active role after the completion of the program.”

	Before the program	During the program	After the program
Step Up Sheet <ul style="list-style-type: none"> • A participant and their superior have an interview to understand the situation, set targets, and review the performance by using this sheet. 	Status check <ul style="list-style-type: none"> ◆ Check career background and current job description. Set targets <ul style="list-style-type: none"> ◆ Check desired program outcomes and select areas of learning. 		Review <ul style="list-style-type: none"> ◆ Self-evaluate the achieved results and check the progress. Set targets <ul style="list-style-type: none"> ◆ Set new targets.
Reflection Sheet <ul style="list-style-type: none"> • After each lecture, the participant enters the level of understanding, asking questions, and learning the key points for applying knowledge to business settings. 		Lecture review <ul style="list-style-type: none"> ◆ After each lecture, summarize gained insights and identify what can be applied to practical business. ◆ Ask instructors whether there are any questions. 	
Checklist <ul style="list-style-type: none"> • The participant checks the level of understanding before and after the program to identify their strengths and weaknesses. 	Status check <ul style="list-style-type: none"> ◆ Check the level of understanding of logistics. 		Review <ul style="list-style-type: none"> ◆ Check the level of understanding of logistics. ◆ Check the progress.

Certification requirement for CLC-P

- ◆ The participants who completed the program and then met the criteria below will be certified as a Certified Logistics Professional - Primary (CLC-P).



Fee (subject to change)

VNSC member: 5,500,000 VND per person
 Non-member: 6,000,000 VND per person

* The fee covers textbooks, information materials, and screening process

Inquiries

Viet Nam Shippers' Council (in Vietnamese)

e-mail

vns@vietnamshippers.vn

Pacific Building (4th Fl.), No.73, Ly Nam De Str., Hoan Kiem Dist., Ha Noi City, Viet Nam

Tel: 024 3974 7996 Fax : 024 3974 7997

Japan Institute of Logistics Systems (in Japanese)

e-mail

asean-jinzai@logistics.or.jp

Regulations for the course application

Fee VNSC member: 5,500,000 VND per person
 Non-member: 6,000,000 VND per person

- No Tax
- The fee covers textbooks, information materials, and screening process

Capacity 48 • first come, first served
 • Once capacity is reached, no more applications will be accepted.
 • Please apply as soon as possible.

Attention

- It is possible to apply only for those who can participate for all 6 days.
- We will hand in the textbook at the venue. It is not possible to buy the textbook without participating the course.
- It is not possible to shoot or record the lecture.
- No lunch will be provided.

Attention on payment of fee

- Invoices will be sent to the administration staff in principle.
- Please transfer to the designated bank account as soon as the invoice arrives. Payment should be made by the day before the event in principle.
- Customer should bear the transfer fee.

【Cancellation】

- In case that participant will not be able to attend the course before the course starts, please consider attending a proxy. If the proxy can not attend for all 6 days, the following cancellation fee will be charged.

Day of cancellation	Cancellation fee
The period before September 10	None
The period from September 11 to September 16	30% of the course fee
After September 17	100% of the course fee

APPLICATION FORM ❗ Please write in English or Vietnamese.

Company Name	English	
	Vietnamese	
	Abbreviated	
Membership Type (Check the relevant box <input type="checkbox"/> .)		<input type="checkbox"/> VNSC member <input type="checkbox"/> Non-member
Company Type (Check the relevant box <input type="checkbox"/> .)		<input type="checkbox"/> Manufacturing company <input type="checkbox"/> Trading company <input type="checkbox"/> Retailer <input type="checkbox"/> Logistics forwarder <input type="checkbox"/> Other ()
Administration Person or Manager	Name in full	
	Job/Position	
	Address of work	
	Tel.	
	E-mail	
Participant 1	Name in full	
	Job/Position	
	Address of work	
	Tel. mobile	
	E-mail direct	
Participant 2	Name in full	
	Job/Position	
	Address of work	
	Tel. mobile	
	E-mail direct	

How to Apply Please fill out the required fields in the application form and send to the email address below.
vns@vietnamshippers.vn (cc : han@vietnamshippers.vn)