



# **PROFESSIONAL CERTIFICATE IN LOGISTICS MANAGEMENT**

**Duration: 300 hrs.**

**Total Credits: 10**

## **COURSE SYLLABUS**

# Objective

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The course aims to provide a comprehensive understanding of logistics, including concepts such as supply chain management, transportation, warehousing, inventory management, and distribution, comprehensive essentials in Tally Prime with SAP MM Power User, Human Resources Development. This course also helps us to know how an interview can face and how would develop our language and to become a professional logistics executive.

## Exit Profile

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- ✓ Professional Knowledge in Logistics Operations & Management
- ✓ Get a thorough knowledge of accounting software – SAP MM
- ✓ Become a Tally direct certified holder.

## Career Path

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- ✓ Become a Professional Logistics Manager
- ✓ Senior Logistics Executive
- ✓ Accounting & Logistics Executive
- ✓ Logistic Trainer

# Course Outline

Course Name:	PROFESSIONAL CERTIFICATE IN LOGISTICS MANAGEMENT	Duration:	300 Hours
Module	Topic	Dur.	Total Dur.
MODULE – I	LOGISTICS MANAGEMENT	15	150
	SUPPLY CHAIN MANAGEMENT	15	
	INVENTORY MANAGEMENT	15	
	WAREHOUSE MANAGEMENT	15	
	TRANSPORTATION & SHIPPING	15	
	CARGO MANAGEMENT	15	
	PROCUREMENT & AIR CARGO	10	
	IMPORT & EXPORT	25	
	INTERNATIONAL TRADE	25	
MODULE – II	COMMERCIAL GEOGRAPHY	15	100
	INTERNATIONAL TRANSPORT CONVENTIONS	15	
	DOCUMENTATION AND CLEARANCE PROCESSES	15	
	TECHNIQUES OF OPERATIONS EFFICIENCY	15	
	INDUSTRIAL RELATION AND LABOUR LAWS	5	
	RISK AND INSURANCE MANAGEMENT	5	
	MARKETING IN SHIPPING AND LOGISTICS	10	
	TRENDS IN LOGISTICS	20	
MODULE III	HRD – LEVEL 1	12.5	25
	HRD – LEVEL 2	12.5	
MODULE IV	INTERVIEW & GROOMING	12.5	25
	LANGUAGE TRAINING	12.5	

# Course In Detail

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## MODULE:1: FUNDAMENTALS OF LOGISTICS

### BASICS OF LOGISTICS MANAGEMENT

- Introduction to physical distribution.
- Logistics management
- Logistics management and its elements
- Modern concepts in logistics
- Role of logistics in strategy.
- Inbound and outbound supply chain management.
- Container – types.
- Different types of cargo.
- Packaging and material handling.

### WAREHOUSING AND SUPPLY CHAIN MANAGEMENT

- Introduction to supply chain management (SCM)
- sourcing
- transportation
- Indian supply chain architecture.

### INVENTORY MANAGEMENT

- Basics of inventory management
- Stock types
- Movement types
- Process of goods receipt
- Process of goods issue
- Stock transfers
  - a) What is stock transfer
  - b) Types of stock transfer
  - c) Transfer between plants
  - d) Transfer between storage locations
  - e) Transfer between stock types
  - f) Transfer using stock transport order

#### Return to vendor

- a) Conditions under material returned to vendor
- b) Prerequisites for return to vendor

- Cancellation
- Initial stock
- Reservations
- Physical inventory
- Configuration
  - a) Plant parameters
  - b) Number range assignment
  - c) Screen selection iv. End user restrictions for inventory management activities
  - d) Movement types and its attributes
  - e) Individual transaction configuration

#### **WAREHOUSE MANAGEMENT**

- Introduction to warehousing
- Warehouse functions
- warehouse types
- warehouse providing value added services
- warehouse internal operations
- Warehousing equipment
- Inventory
- Safety and security in warehouses
- Future trends in warehousing

#### **TRANSPORTATION & SHIPPING**

- Introduction to multimodal transport
- carriage by air
- Carriage by sea
- carriage by road
- Carriage by rail
- Types of vessels
- operators (vessel and other)
- Freight forwarders and NVOCC
- Outsourcing of logistics services
- Overview of MMTG act (1993)
- Shipping intermediaries and formalities

## **CARGO MANAGEMENT**

- World geography
- Industry regulations
- Cargo booking procedures
- Cargo automation
- Air cargo rates and charges
- Shippers's letter of instruction (SLI)
- International insurance
- Cargo movements
- Water damage
- Theft
- Privacy
- Pilferage
- Other risk
- Perils with air shipments
- Risk retention
- Risk transfer
- Marine cargo insurance
- Coverage a, b, c classes
- Elements of air freight policy
- Commercial credit insurance
- Size of vessels, tonnage, types of vessels
- Container
- Combination ships
- Non-vessel operating carriers

## **PROCUREMENT & AIR CARGO**

- Purchase policy
- Rate and running contract
- Subcontracting- systems contract
- Stockless purchase
- Buying seasonal items
- Forward buying
- Hedging
- Purchasing activities
- Indent status
- A to z of purchase order
- Transportation

- Incoming inspection
- Bill settlement
- Documentation.
- The air cargo agency
- Use of guides
- Air cargo acceptance
- Air cargo rates and charges
- Shippers letter of instruction (SLI)
- Air way bill

Aircraft handling facilities

### **Type of aircrafts**

- Aircraft structural limitations
- Air way bill
- Aircraft handling facilities
- Type of aircrafts
- Aircraft structural limitations
- Door dimensions
- Special cargo acceptance and handling procedures
- Perishable cargo
- Introduction to ULD

### **IMPORT & EXPORT**

- Export import policy and authorities
- Import management
- Export procedure and documentation
- Export finance
- Import finance
- State trading in India
- Export pricing & product planning

### **INTERNATIONAL TRADE**

- Foreign trade information system
- Quality control TQM ISO 9000
- Risk management & settlement of claims in foreign trade
- Global business laws & taxation
- Packing & distribution channels
- Transportation & material handling in foreign trade
- Computer application to foreign trade

- Advertising and sales promotion in foreign trade
- Thrust product and thrust market
- Global market research and demand forecasting
- Export incentives & institutional support
- New techniques in multinational marketing
- Foreign exchange & exchange control
- Foreign collaboration & multinationals

## **MODULE:2: ADVANCED LOGISTICS CRUST COMMERCIAL GEOGRAPHY**

- Definition, nature and scope of commercial geography.
- Role of industries in economic development.
- Factors of industrial location Weber's theory of industrial location.
- Major industrial regions of India
- Need and importance of transportation in commercial development.
- Geographical factors affecting international trade
- Major logistics routes in India
- Major trade routes in world
- International logistics and economic development
- Role of intermediaries in international trade

## **WAREHOUSING AND SUPPLY CHAIN MANAGEMENT**

- Introduction to supply chain management (SCM)
- Sourcing
- Transportation
- Indian supply chain architecture
- Introduction to warehousing
- Warehouse functions
- Warehouse types
- Warehouse providing value added services
- Warehouse internal operations.
- Warehousing equipment
- Inventory
- Safety and security in warehouses
- Future trends in warehousing



## **INTERNATIONAL TRANSPORT CONVENTIONS**

- Un transport conventions
  - Driving license ◦ Registration ◦ Insurance ◦ Food safety
  - Exempt of taxes – import duties
- Multilateral transport agreements
- Convention on road traffic
- TIR procedures
- CMR convention
- Importance of international conventions
- International conventions and globalization

## **DOCUMENTATION AND CLEARANCE PROCESSES**

- Foreign trade policy
- Export and import procedures
- Documents related to export and import
- Instruments and terms of payment in export – import.
- Methods of export - import financing.
- Letter of credit and bill of exchange
- Foreign exchange regulations and formalities
- Cargo insurance
- International commercial terms
- Procedure and documentation for availing export incentives
- Bill of lading other documents
- GST way bill and other documents

## **TECHNIQUES OF OPERATIONS EFFICIENCY**

- Systematic problem solving
- 7 qc tools
- Quality circles
- 5-s for good workplace organization
- MUDA (waste) elimination
- Kaizen
- Daily work management (DWM)
- Benchmarking
- Total productive maintenance
- Total quality management (TQM) and key performance indicators

## **INDUSTRIAL RELATION AND LABOUR LAWS**

- Bombay Dock Labour Board Act
- ILO code of practice on safety in container terminals

- Industrial dispute act
- Contract labor (regulation and abolition) act 1970
- The Industrial Employment (standing orders) act 1946
- The workmen's compensation act 1923
- The employees' provident fund and miscellaneous provisions act 1952
- The trade unions act 2001

## **RISK AND INSURANCE MANAGEMENT**

- Introduction & significance of risk, disaster and insurance management\
- Risk in supply chain, risk management framework
- Disaster management
- Principles of insurance
- Future of insurance market
- Fire insurance
- Marine insurance and maritime fraud
- Country risk analysis
- Environment and training
- Protection and indemnity clubs

## **MARKETING IN SHIPPING AND LOGISTICS**

- Principles and practice in marketing
- Segmentation, targeting and positioning
- Consumer behavior
- Marketing in service sector
- Marketing in ports and shipping
- Marketing in freight forwarding company
- Concession agreements
- Terminal service agreements
- Operations of shipping agency (CFS process and documentation)
- Ship agency management system
- Import and export container cycle costings
- Agency contract

## **TRENDS IN LOGISTICS**

- Introduction – recent developments in logistics
- Transport and mobility technologies
- Green logistics
- Cold chain logistics
- Block chain and big data analytics in logistics
- 3 d printing and wearable devices in logistics

- Transport services, costing and performance
- Administration and control and use of it

## **MODULE 3: HUMAN RESOURCE DEVELOPMENT**

### **LEVEL 1**

#### **INTRODUCTION TO HUMAN RESOURCE DEVELOPMENT:**

- Overview of HRD and its importance
- Evolution of HRD as a field
- Roles and responsibilities of HRD professionals

#### **TRAINING AND DEVELOPMENT:**

- Training needs analysis
- Designing and developing training programs
- Delivery methods and techniques
- Evaluating training effectiveness

#### **PERFORMANCE MANAGEMENT:**

- Performance appraisal systems
- Goal setting and performance metrics
- Providing feedback and coaching
- Performance improvement strategies.

#### **TALENT MANAGEMENT:**

- Recruitment and selection processes
- Succession planning
- Employee retention strategies
- Career development and employee engagement

#### **EMPLOYEE ON BOARDING AND ORIENTATION:**

- Importance of effective on boarding
- On boarding process and best practices
- Orientation programs and resources

#### **ORGANIZATIONAL DEVELOPMENT:**

- Change management
- Team building and team development
- Organizational culture and climate
- Employee engagement and motivation

**HR POLICIES AND PROCEDURES:**

- Employment laws and regulations
- HR policies and their implementation
- Employee handbook development

**HRD ETHICS AND PROFESSIONALISM:**

- Ethical considerations in HRD
- Professional standards and conduct
- Confidentiality and privacy issues

**COMMUNICATION AND INTERPERSONAL SKILLS:**

- Effective communication in HRD
- Active listening and questioning techniques.
- Conflict resolution and negotiation skills

**TECHNOLOGY IN HRD:**

- HRIS (human resource information system)
- E-learning and online training platforms
- HR analytics and data-driven decision making

**LEVEL 2****STRATEGIC HUMAN RESOURCE DEVELOPMENT:**

- Aligning HRD with organizational goals and strategies
- Developing HRD plans and strategies
- HRD metrics and measurement
- ROI (return on investment) in HRD

**LEADERSHIP DEVELOPMENT:**

- Leadership theories and styles
- Leadership competencies
- Leadership development programs
- Succession planning and talent pipeline development

**COACHING AND MENTORING:**

- Coaching and mentoring concepts and techniques
- Coaching for performance improvement
- Mentoring for career development
- Establishing coaching and mentoring programs.

**LEARNING AND DEVELOPMENT:**

- Adult learning principles and theories
- Designing and delivering effective learning programs

- Learning technologies and blended learning approaches
- Evaluating learning outcomes and impact.

#### **TALENT ACQUISITION AND MANAGEMENT:**

- Recruitment strategies and techniques
- Selection methods and assessments
- On boarding and integration of new employees
- Talent retention and engagement strategies.

#### **PERFORMANCE MANAGEMENT AND APPRAISAL:**

- Performance management systems and processes
- Performance appraisal methods and tools
- Performance feedback and coaching
- Performance improvement planning.

#### **DIVERSITY AND INCLUSION IN HRD:**

- Understanding diversity and inclusion in the workplace
- Creating inclusive HRD practices and programs
- Managing diversity challenges and fostering inclusion
- Building cultural competence

#### **EMPLOYEE ENGAGEMENT AND MOTIVATION:**

- Employee engagement theories and models
- Strategies for improving employee engagement
- Motivation theories and techniques
- Recognition and rewards programs.

#### **HRD IN A GLOBAL CONTEXT:**

- Global HRD trends and challenges
- Cross-cultural training and global leadership development
- Expatriate management and repatriation
- Diversity management in global organizations

#### **HRD EVALUATION AND ROI:**

- Evaluating HRD programs and interventions
- Kirkpatrick's four levels of evaluation
- Collecting and analyzing HRD data • Demonstrating the ROI of HRD initiatives.

## **MODULE:4: INTERVIEW GROOMING**

### **INTRODUCTION TO INTERVIEW GROOMING**

- Importance of interview grooming
- The impact of appearance and first impressions
- Understanding the interview process

### **PERSONAL PRESENTATION AND GROOMING**

- Dressing for success: appropriate attire for different industries and job levels
- Grooming tips for hair, makeup, and personal hygiene
- Body language and non-verbal communication during interviews

### **BUILDING AN EFFECTIVE RESUME**

- Creating a professional and tailored resume
- Highlighting relevant skills and experiences
- Resume formatting and organization

### **INTERVIEW PREPARATION**

- Researching the company and the role
- Anticipating common interview questions
- Developing compelling answers and examples

### **EFFECTIVE COMMUNICATION SKILLS**

- Verbal and non-verbal communication techniques
- Active listening and responding to interview questions
- Articulating your achievements and strengths

### **MASTERING BEHAVIOURAL INTERVIEWS**

- Understanding behavioral interview questions
- Using the star method (situation, task, action, result)
- Providing concise and impactful responses

### **HANDLING CHALLENGING INTERVIEW SITUATIONS**

- Addressing gaps in employment or weaknesses
- Responding to difficult or unexpected questions
- Handling salary negotiations and discussing compensation

### **MOCK INTERVIEWS AND FEEDBACK**

- Conducting mock interviews to practice skills
- Receiving constructive feedback on performance
- Identifying areas for improvement and refinement

### **POST-INTERVIEW ETIQUETTE**

- Sending thank-you notes and follow-up communication

- Evaluating and reflecting on interview experiences
- Learning from rejections and leveraging feedback for future interviews

### **BUILDING CONFIDENCE AND MANAGING NERVOUSNESS**

- Strategies for boosting confidence before and during interviews
- Techniques for managing interview anxiety and nervousness
- Building a positive mind-set and maintaining composure

## **LANGUAGE TRAINING**

### **INTRODUCTION TO THE LANGUAGE**

- Basic Introduction to The Target Language
- Overview of The Language's Origins and Cultural Context
- Introduction to The Language's Alphabet, Pronunciation, And Basic Grammar Rules

### **VOCABULARY BUILDING**

- Everyday Vocabulary and Expressions
- Key Phrases and Useful Expressions for Various Situations
- Building Vocabulary Through Exercises, Games, And Interactive Activities

### **GRAMMAR FUNDAMENTALS**

- Basic Sentence Structure and Word Order
- Verb Conjugation and Tenses
- Noun and Adjective Agreement
- Introduction to Essential Grammar Rules and Concepts

### **LISTENING AND SPEAKING SKILLS**

- Listening Comprehension Exercises
- Practice in Understanding Spoken Language and Accents
- Oral Communication Activities, Such as Role-Plays, Discussions, And Presentations

### **READING COMPREHENSION**

- Reading Exercises and Comprehension Passages
- Building Reading Skills, Including Skimming, Scanning, And Inference
- Vocabulary Expansion Through Reading Authentic Texts

### **WRITING SKILLS**

- Developing Writing Skills, Including Sentence Structure, Paragraph Formation, And Cohesion
- Writing Exercises, Such as Emails, Letters, And Short Essays
- Proofreading and Editing Techniques

### **CULTURAL AWARENESS**

- Exploring The Culture Associated with The Target Language
- Customs, Traditions, And Etiquette
- Cultural Nuances in Communication and Behavior

### **LANGUAGE FOR SPECIFIC PURPOSES**

- Language Skills Tailored to Specific Contexts, Such as Business, Travel, Or Academic Settings
- Vocabulary and Expressions Relevant to The Chosen Purpose
- Role-Plays and Simulations Related to Real-Life Situations

### **IDIOMS, COLLOQUIALISMS, AND SLANG**

- Understanding Idiomatic Expressions, Colloquial Language, And Slang
- Using Idioms and Expressions in Appropriate Contexts
- Developing Fluency and Understanding Cultural Nuances Through Idiomatic Language

### **TEST PREPARATION AND REVIEW**

- Reviewing Key Concepts, Vocabulary, And Grammar Rules
- Practice Tests and Exercises to Prepare for Language Proficiency Exams

Tips and Strategies for Effective Test-Taking .