



### **Integrated Logistics, Distribution and Retail Management Workshop**

January 20 – 24, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

July 21 – 25, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program Overview:**

All around the globe, 24hours of every day, 7days a week, during 52weeks a year, logistics is concerned with getting products and services to where they are needed at the precise time desired. It is difficult to visualize accomplishing any marketing, manufacturing or international commerce without logistics. Therefore, logistics means movement (transport) of products and services from the point of manufacturing to the point of consumption (PDM) at a very low cost.

#### **For whom:**

Supply chain Managers, Logistics Managers, Retail Managers, Distribution Managers, Transport Managers, and Administrative Managers / Officers

#### **Learning objectives:**

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

- \* learn more about the retail marketing environment;
- \* set goal and objectives for effective Logistics management/PDM;
- \* improve customer satisfaction through PDM / Logistics Management;
- \* appreciate the influence of supply chain in retail operations;
- \* achieve effective timely delivery of products to customers/destinations;
- \* consider the financial aspect of logistics/PDM;
- \* know the importance of warehousing in distribution and retail management; and
- \* manage the drivers effectively to deliver on customers' promises.

#### **Course outline:**

##### **Day 1: Retail Management**

- Understanding retail Management
- Appreciating the customers: The needs and expectations
- Meeting those needs and expectations
- Range and scope of retail formats
- Understanding how retail outlets operate
- Managing people in a retail environment

##### **Day 2: Distribution and Logistics Management**

- Overview of Logistics Management/PDM
- Goals and objectives of logistics management / PDM
- Channels of distribution
- Third party versus own account
- Improving on-line shopping distribution
- Information systems for planning and control

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com): Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

### Day 3: Warehousing and Inventory Management

- Warehousing Functions in Logistics Management
- Inventory Management
- The balance between sorting and storing
- Supply /demand variables
- ABC Analysis or the 80/20 rule
- Throughputs and product formats

### Day 4: Warehouse Layout, Methods and Materials Handling Systems

- Receiving options
- Storage options
- Picking/assembly options
- Dispatching options
- Organizing for flow
- Loading bays
- Selecting equipment and racking
- Implications for warehouse layouts
- Operational timings and planning

### Day 5: Productivity and Service Levels Management

Setting productivity and cost targets

Fixed and variable cost

Typical costs involved

- A model for understanding the roles of productivity, utilization, and performance
- The importance of having measurements and key indicators of performance
- Managing Internal and external customers
- Transport Management, Managing Thirty Party Transport and Outsourcing
- Drivers Management: Journey Management, Route Planning, Tracking Systems etc.
- Effects of substandard service

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**  
**24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,**  
**& 234-9112830607**

## Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com): Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607