



# Specialization MINI- MBA in Logistics – Supply Chain

**Coordinator: Dr. Bruno Fernandes**

## Index

Total Length .....	2
Target Audience .....	2
Outcome Profile .....	2
Prerequisites .....	2
General objective .....	2
Specific objectives .....	3
Modular structure and workload .....	3
Program Content .....	4
Methodology .....	5
Students Assessment .....	5
Didactic Resources .....	5
Training Team .....	6
Conditions .....	6

## Plan of Specialization Mini-MBA in Logistics – Supply Chain

### Total Length

50 Hours

### Target Audience

All Responsible professional operations and supply chain – logistics, purchasing, inventory management, warehouse and transportation logistics services boards and managers of companies wishing to do the logistical nature activities a real competitive advantage.

### Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the course. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and course chosen by the participant.

### Prerequisites

Not applicable.

### General objective

Several factors are important for these achievements in the market. And logistics is one of them. For an effective logistics brings only positive results the organization.

A well-planned logistics involves almost all departments of a company. Since the acquisition of raw material to finished product. Within the company XXI Century departments must act in an integrated and not isolation.

Avoiding internal conflicts, which may ultimately harm all the logistical planning. In that case, the departments and employees should interact positively and having one goal at a time. So as not to harm the suppliers and customers. We need to be careful that all needs are met within the stipulated time. Avoiding delays in the process of receiving, production and shipping of the material.

So This Mini MBA are of fundamental importance for their formation. Several factors are important for these achievements in the market. And logistics is one of them. For an effective logistics brings only positive results the organization. A well-planned logistics involves almost all departments of a company. Since the acquisition of raw material to finished product. Within the company XXI Century departments must act in an integrated and not isolation. Avoiding internal conflicts, which may ultimately harm all the logistical planning. In that case, the departments and employees should interact positively and having one goal at a time. So as not to harm the suppliers and customers. We need to be careful that all needs are met within the stipulated time. Avoiding delays in the process of receiving, production and shipping of the material. So This Mini MBA are of fundamental importance for their formation.

## Specific objectives

At the end of this course participants will:

- Define innovative logistics strategy and success for your organization or logistics service;
- Significantly reduce stocks by introducing an effective system of cooperation with all stakeholders of its supply chain – customers and suppliers;
- Rearrange the macro flows, physical and information, the company and throughout the supply chain, from the supplier to the end consumer;
- Choose and introduce a distribution policy adapted to customer needs;
- Collaborate with suppliers and customers to reduce logistics risks;
- Effectively manage a logistics service through relevant management indicators and improve their performance continuously;
- Provide and update skills to enable understanding the role of global logistics;
- Organize company information from the supplier to the customer;
- Reduce inventory by introducing an effective information system with customers;
- Choose and enter a transport policy adapted to customer needs;
- Manage effectively and efficiently a logistic service through appropriate management indicators;
- Collaborate with suppliers and customers to reduce logistics risks.

## Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module I – The role of logistics in the company</i>	6h
<i>Module II – Organize an effective physical logistics</i>	6h
<i>Module III – Strategic Planning in Logistics</i>	12h
<i>Module IV – Logistics contract documents</i>	6h
<i>Module V – The organization of shipping and distribution: principles and good practices</i>	12h
<i>Module VI – Exam – Optional</i>	8h
<i>Module VII – Closing</i>	
<b>Total</b>	<b>50h</b>

## **Program Content**

### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

### **Module I – The role of logistics in the company**

- Globalize the logistics acts from supplier to customer: managing "Supply chain";
- What awaits the logistics customer;
- The logistics and other functions (purchasing, quality, production, trade);
- Quality;
- Shopping and commercial area.

### **Module II – Organize an effective physical logistics**

- The classic solutions;
- Solutions "on demand upstream".

### **Module III – Strategic Planning in Logistics**

- SWOT Analysis on Logistics;
- Theories and fundamental ideas;
- Strategic planning.

### **Module IV – Logistics contract documents**

- What is the Tender documents;
- Collaborate with suppliers;
- The logistics agreement;
- Manage a logistics service;
- The management of the logistics platform flows (DRP, Internet EDI);
- Mastering the costs and results. The performance and indicators in logistics management.

### **Module V – The organization of shipping and distribution: principles and good practices**

- Inbound: receipt and storage;
- Outbound: the principles of the organization of storage and preparation of orders: dispatch and distribution;
- The company pressured by the customer;
- The organization of shipping and distribution: principles and good practices;
- The transport, the foundations of law.

### **Module VI – Exam – Optional**

### **Module VII – Closing**

- Avaliação course: trainers and trainees.

## Methodology

This course aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

<b>Moment / Objective</b>	<b>Method / Technique</b>
In every modules.	Expository Demonstrative Active
In every modules.	Thematic exhibitions and debates. Case studies and practical exercises.
In every modules.	Interrogative

## Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	Assess the knowledge acquired

## Didactic Resources

- Training Room;
- Video projector;
- Theoretical documentation;
- Trainee Kit.



## Training Team

### **Dr. Bruno Fernandes**

#### **Qualifications**

Degree in Economics  
Master in Industrial Economy (frequency)  
Purchasing Director Management Controller  
Logistics area trainer  
Administrative area trainer  
Final project jury for professional courses (12th grade)



#### **Summary of your Skills**

Management control functions with more than 7 years of experience in severeral areas, including aspects of purchasing control, human resources, finance and budgeting.

Professional education trainer with more 3 years of experience in the area of logistics , management, accounting and entrepreneurship.

Monitoring of course endings (logistics), and jury member in final projects.

#### **Professional Career**

Since 2018, Consultant/Trainer at Workit, Agilizar Unipessoal Lda;

Since 2019, Trainer at Multiformactiva, Formação Profissional Lda;

Since 2019, Trainer at Academia do Ave;

From September 2017 to November 2019, Purchasin director at Debate Marcante;

From June 2014 to November de 2015, Management control and human resources functions at NySliders;

From September 2012 to February 2014; Management control, purchasing control and human resources functions in the company Psicoespaço;

To 2010, Stage of approach to active life Banco Espírito Santo.

## Conditions

**If you have more than two participants contact us to know our business benefits!**

**High Skills – Formação e Consultoria, LDA.**

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

## Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the course start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the course starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

## Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Nationality:			
Mini-MBA:	Specialization Mini-MBA in Logistics – Supply Chain		
Birth Date:		Nacionality:	
Passport:		Expiration date:	

## Possible contacts for more information:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

Phone: +351 217 931 365

