



**Workshop on Effective Materials Management**  
February 12 – 16, 2024, 1<sup>st</sup> Run: Lagos & Port Harcourt  
August 12 – 16, 2024, 2<sup>nd</sup> Run: Lagos & Abuja  
**For Tutor -Led Class:** 9am – 4:30pm  
**Workshop fee:** N250, 000 per Participant  
**For online:** Delivery via Zoom  
**Online course fee:** N200, 000 per Participant  
**Available for In-plant Training**

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

### **Program Overview**

Materials management is a branch of Supply Chain Management that is concerned with the input phase of the business. It has two big functions under it also that is Procurement/Purchasing and Stores. Procurement is the act of obtaining or buying goods and services observing the rights which used to be 5R's and now 8R's. The process includes preparation and processing of a demand as well as the end receipt and approval of payment.

Specification and standardization of materials is very crucial to the success of purchasing function. Procurement cannot achieve much if other functions are not supportive so, there is need to work together as a team to satisfy and delight their customers.

Stores are to receive, store it and issue out when materials are needed. Materials Planning and handling are also critical functions of it.

### **For Whom:**

Materials Managers, Procurement Managers, Inventory/Stores/Warehouse Managers, Officers, Supervisors, Operations, Production Managers etc.

### **Learning Objectives**

At the end of this workshop the participants will be able to:

- develop understanding of procurement and its functions;
- examine the purchasing cycle, and manage it for deliver effective and efficient service services to their customers;
- run procurement function as a profit center through their operations and customer service;
- develop understanding of general stores activities; and
- run warehouse/store as a profit Centre.

### **Course Outline:**

#### **Day 1: Introduction to Procurement**

- Definition
- Purchasing Rights (5R's, 8R's 25R's)
- Purchasing cycle and its documentations
- It's contribution to business success
- Developing an SOP for procurement
- Relationship with other functions

#### **Day 2: Procurement Operations**

- Materials planning to meet operational needs
- Planning Inventory to meet
- Market/customer demand
- Negotiation with market research
- Forecasting and scheduling
- Inventory management

### Day 3: Purchasing and Customer Service

- Supplier Development and Relationship Management
  - Internal customer satisfaction
  - External customer satisfaction
  - Handling of complaints from customers
- Stores/Warehouse Activities:
  - Stock identification and Coding System
  - Store/warehouse area – design, partitioning, (receiving and issuing bay)
  - Materials/People movement in store areas.

### Day 4: Warehouse and Stores Management

- Goods receiving procedures
- Issuing Methodology – FIFO, LIFO etc.
- Dispatch/Distribution procedures
- Materials handling Techniques
- Procedures for Handling of shortages, returns/reverse, damages etc.
- Materials Costing: cost, standard, marginal and average pricing
- Stock Taking – periodic, continuous, and spot checking
- Effective documentation of every activity

### Day 5: Inventory Management –

- Types of inventory or Classes of Inventory
  - Inventory Planning and Control –
  - Stock Replenishment
- provisioning, Stock Levels, Two Bin System etc.
- Stock Control Models
    - MRP 1, MRP 11, ABC, JIT/JIC, etc.

### Warehousing and Stores Safety and Security

- Good House Keeping procedures
- cleanliness, fumigation, environmental issues
- Health and Safety Act and its observations
    - safety practices etc.
  - Stock/Materials segregation: flammable and non-flammable
  - Stores markings with signs: no smoking, no sleeping under materials
  - Security of materials, building, employees and visitors, fire prevention, access to stores etc.

#### LOCATIONS

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

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

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

**Open Course Fee: N250, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N250, 000 per participant, VAT –N18, 750**

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.