

## Import and Export Operations Management Workshop

Jun 29 – Jul 3, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

December 14 – 18, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

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

**Workshop fee:** Lagos: N350, 000 per Participant

Abuja & Port Harcourt: N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 US\$ for foreign  
Participants**

### Course Overview:

This comprehensive training program provides participants with in-depth knowledge and practical skills in managing import and export operations effectively. Designed for professionals working in international trade, logistics, supply chain, and related fields, the course covers the essential procedures, documentation, compliance requirements, and strategic decision-making involved in cross-border trade.

Participants will gain a strong understanding of international shipping processes, Incoterms, trade finance instruments, customs regulations, freight forwarding, and risk management. Real-world case studies and interactive exercises will help learners apply concepts to actual business scenarios, ensuring they are prepared to handle global trade challenges with confidence and efficiency.

### For Whom:

This program is designed for Import/export managers and officers, Logistics and supply chain professionals, Procurement and sourcing specialists, Freight forwarders and customs brokers

Entrepreneurs and SMEs involved in global trade. Anyone interested in pursuing a career in international business will also benefit from this program.

### Learning Objectives:

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

- understand the fundamentals of international trade and supply chain management;
- navigate import and export regulations and compliance requirements;
- manage trade documentation including invoices, packing lists, and bills of lading;
- apply incoterms 2020 correctly in contracts and negotiations;
- coordinate with freight forwarders, customs brokers, and logistics partners;
- understand trade finance options (LCs, bank guarantees, etc.) and payment terms;
- mitigate risks associated with international transactions and logistics; and
- optimize operations to reduce costs and ensure timely deliveries.

### Course Outline:

#### Day 1: International Trade & Global Supply Chains: Overview

- Overview of International Trade and Globalization
- Key Trade Theories and Modern Practices
- Export vs. Import: Roles and Responsibilities
- Key Players: Shippers, Freight Forwarders, Customs, Logistics Providers
- Global Supply Chain and Value Chain Management
- Types of Importers/Exporters (Direct, Indirect, OEM, etc.)
- Introduction to Free Trade Agreements and Trade Blocs

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

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## Day 2: Documentation and Legal Compliance

- Essential Documents in Import/Export Operations:
- Commercial Invoice, Packing List
- Bill of Lading / Airway Bill
- Certificate of Origin, Insurance Certificate
- Inspection Certificate
- Incoterms 2020 – Definitions, Applications, Risks & Costs
- Trade Compliance and Regulations: Import/Export Licensing
- HS Codes & Product Classification
- Dual-use Goods and Sanctions & Roles of Customs Authorities
- Documentary Requirements by Region (e.g., EU, US, Asia)

## Day 3: Logistics, Shipping & Customs Procedures

- International Shipping Modes: Sea, Air, Land, Multimodal
- Containerization, Consolidation, and Breakbulk
- Freight Forwarders & Customs Brokers
  - Roles & Responsibilities
- Booking Cargo and Preparing for Shipment
- Understanding Port Operations and Transit Procedures
- Customs Clearance Process: Import Duties, Taxes, and Tariffs
- Bonded Warehouses and Free Trade Zones
- Managing Delays and Disruptions in Transportation

## Day 4: Trade Finance and Risk Management

- Trade Finance Instruments:
  - Letters of Credit (LC)
  - Documentary Collection
  - Open Account & Advance Payment
- Role of Banks and Financial Intermediaries
- Payment Terms and Currency Risks
- Foreign Exchange Management
- Risk Management in Global Trade:
  - Political & Legal Risks
  - Financial Risks (non-payment, currency fluctuations)
  - Transport and Delivery Risks
- Marine Insurance and Cargo Insurance
- Dispute Resolution & Arbitration Clauses

**Mini-Case:** Analyzing a failed cross-border payment and lessons learned

## Day 5: Strategic Export/Import Planning & Digital Trade Trends

- Developing an Import/Export Plan
- Selecting and Managing Overseas Partners
- International Market Entry Strategies
- Costing & Pricing in International Trade
- Export Promotion Schemes & Incentives
- Digital Tools in Trade (EDI, e-commerce logistics, trade platforms)
- Emerging Trends: Green Logistics, Trade Tech, Blockchain in Trade
- Preparing for Audits and Trade Inspections
- Performance Metrics for Import/Export Operations

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

### LOCATIONS

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

2 – FAB By Toprank Hotel, Opposite Old Secretariat, Area 1, Garki, Abuja.

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

### In-plant Fee Negotiable

### WORKSHOP FEE:

**Lagos Fee: N350, 000 per participant, VAT – N26, 250**

**Abuja / Port Harcourt Fee: N400, 000, VAT – N30, 000**

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**

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