

LOGISTICS AND LIAISON ADMINISTRATION IN OIL FIELD

PIN007

COURSE OVERVIEW

The quality of operations in the logistics function in oil field has a direct impact on the operating performance of any oil company. This five-day course masters the most modern techniques for the improved management of the flow of materials oil fields. The participant will learn how to use the concrete techniques that enable him to make truly informed decisions, in order to improve his company's operating performance

COURSE GOAL

To enhance the participant's knowledge, abilities, and skills necessary to improve his purchasing performance, sharpen his negotiation skills, effectively manage inventories, and streamline warehouse and transportation operations in oil fields.

COURSE OBJECTIVES

By the end of the course, participants will be able to:

- Examine the most effective purchasing practices.
- Consider new trends in supplier management.
- Provide insights into successful negotiations.
- Understand and use effective inventory management methods.
- Understand and apply inventory reduction techniques.
- Explore new methods and technologies in warehousing.
- Understand and use methods for improving transportation performance.

WHO SHOULD ATTEND

- Buyers, purchasing agents and purchasing directors.
- Stock control managers and warehouse managers.
- Materials managers.

COURSE DURATION

5 Working Days

COURSE OUTLINES

1. Managing the Purchasing Function

- Steps of purchasing
- Buyer skills development
- Supply chain management
- Supplier location and selection
- Types of contracts and purchase orders
- Supplier management
- Quality assurance
- Remedies for nonperformance

2. Negotiation Skills Development

- Foundations of successful negotiations
- Difficulties in negotiations: How to overcome
- The impact of ethics
- Sharpening skills
- Negotiating goals
- Effective negotiating strategies
- Effective negotiating techniques
- Moving from confrontation to cooperation

3. Inventory Management

- Inventory management systems
- Inventory levels
- Supplier managed inventory
- Consignment inventory
- Just in time inventory management
- Standardization
- ABC analysis
- Inventory management effectiveness measures

4. Managing Warehouse Operations

- Warehouse functions
- Utilizing warehouse systems
- Warehouse layout

- Inventory accuracy and cycle counting
- Bar coding identification systems
- Warehousing productivity
- Overcoming barriers to performance

5. Managing Transportation Operations

- Carrier selection criteria
- Obtaining insurance coverage
- Managing truck delivery operations
- Utilizing modern tracking technology
- Effective use of consolidation
- Measuring transportation performance

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