



SCHOOL OF HIGHER EDUCATION LTD.

PRESENTS

Professional Development Course

IN

FLEET & TRANSPORTATION MANAGEMENT

The Sleeping Giant



FLEET & TRANSPORTATION MANAGEMENT

COURSE TITLE:
FLEET & TRANSPORTATION MANAGEMENT

QUALIFICATION LEVEL:
PROFESSIONAL DEVELOPMENT CERTIFICATE

DELIVERY METHOD:
ONLINE

ENTRY CRITERIA:
OPEN ENTRY – No entry restrictions

AWARD:
CERTIFICATE OF COMPLETION

COST:
TT\$ 2000.00 / US\$ 294.00

EARLY BIRD SPECIAL

TT\$ 1500.00 / US\$ 220.00 Before August 15th, 2023

COURSE SCHEDULE / TIMETABLE:

Tuesday 29th August, 2023
6:00 PM - 8:00 PM

Thursday 7th September, 2023
6:00 PM - 8:00 PM

Tuesday 12th September 2023
6:00 PM - 8:00 PM

Thursday 14th September, 2023
6:00 PM - 8:00 PM

Tuesday 19th September 2023
6:00 PM - 8:00 PM

Thursday 21st September, 2023
6:00 PM - 8:00 PM



FLEET & TRANSPORTATION MANAGEMENT

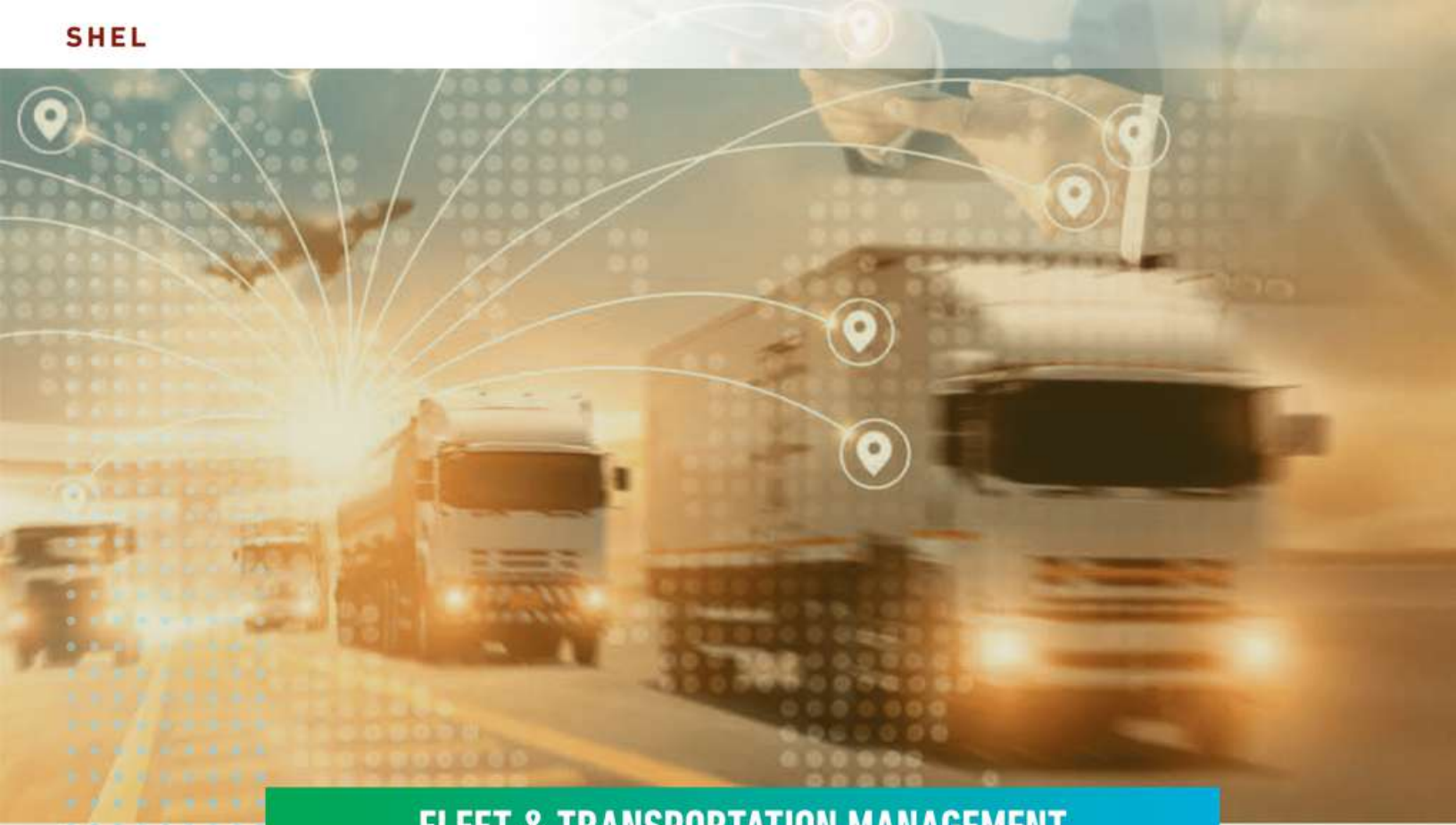
OVERVIEW

The years leading up to the 2000's has seen the development of **Fleet Management** as a major factor in most areas of organizational development through efficiencies such as cost reduction, asset utilization, turnaround effectiveness, just in time systems, distribution networks and many more, too numerous to mention.

Fleet Management is now considered the sleeping giant within the Organization, accounting for approximately 15-20 percent of the overall expenditure. This rapidly developing area of management has revolutionized the competitive rivalry of businesses and has made the difference between success and failure for many organizations in the past and will continue to do so in the future.

Modern technology has also impacted heavily on the significance of Fleet Management making the concept of a global market place a physical reality. As one leading writer puts it "The Computer only communicates the message, Fleet Management takes it there."

Our programme will enlighten participants to this important but under-explored cost enhancement function thus optimising the opportunities for overall success.



FLEET & TRANSPORTATION MANAGEMENT

TARGET AUDIENCE

The course targets professionals engaged in:

- ❖ Logistics Personnel
- ❖ Driving Personnel
- ❖ Transportation Staff
- ❖ Warehousing Staff
- ❖ Fleet Management Professionals
- ❖ Supply Chain Personnel
- ❖ Marketing Staff
- ❖ Sales Staff
- ❖ User Department that interacts with Fleet & Transportation Staff on a regular basis

- ❖ Persons wishing to develop a career in the Fleet & Transportation Management related field



FLEET & TRANSPORTATION MANAGEMENT

OBJECTIVES AND OUTCOMES

- 1 Understand the key roles and responsibilities of Fleet & Transport Management
- 2 How to utilize Fleet Management as a major tool for Fleet cost reduction
- 3 How to develop practical & relevant equipment listing
- 4 Develop Fleet Management procedures
- 5 Understand the role and place of Fleet Management in the organization's sustainable success
- 6 How to establish an effective Fleet Management Administration process
- 7 How to utilise modern technology as a development/competitive tool of Fleet Management
- 8 Develop Fleet Budgets
- 9 How to develop a preventative maintenance schedule
- 10 Fleet Management Safety & Compliance
- 11 Asset Utilization / Develop Fleet Plans

FLEET & TRANSPORTATION MANAGEMENT

COURSE OUTLINE:

■ ADMINISTRATION OF FLEET

- What is Fleet Management?
- Importance - Place in the organisation
- Developing procedures
- Reports

■ COMPETENCIES AND RESPONSIBILITIES OF FLEET MANAGEMENT

- Skills and Training
- Functional knowledge and academic aptitude
- Roles and Responsibilities

■ MAINTENANCE OF FLEET

- Acquisition / Replacement
- Operations and Maintenance
- Disposal
- Control of Fleet

■ TECHNOLOGY AND FLEET MANAGEMENT

- Tracking – New Systems
- Communication Links
- Condition Monitoring
- On-line Operations

■ COST REDUCTION AND FLEET MANAGEMENT

- Identifying Cost Drivers
- Eliminating Fleet Cost
- Cost Reduction Techniques
- Adding Value

■ DEVELOPING AN EQUIPMENT LIST

- How to Make an Equipment Inventory List
- What is equipment inventory listing?
- Create an inventory
- How to track equipment inventory
- Use of the equipment inventory list

■ DEVELOPING EQUIPMENT MANUALS

- Objective Of Your Instruction Manual
- Think About What You Want to Include
- Keep Your Readers in Mind
- Collaboration is Key
- Get Organized
- Write Clear Instructions
- Add Structure with Table of Contents
- Add Visual Aid to Your Instruction Manual



FLEET & TRANSPORTATION MANAGEMENT

TEACHING AND LEARNING STRATEGY:

This course will be delivered through a combination of formal online classroom-based teaching to create a dynamic learning environment to effectively meet and satisfy students' individual needs; through the embodiment of the three (3) following core strategies:



1. VISUAL LEARNING

The utilization of a visual classroom setting to deliver key academic knowledge and concepts, (ZOOM - whiteboard & share screen, short videos, PowerPoint presentations etc); with the aim of bridging their classroom experience to real-world experiences.



2. INTERACTIVE AND INQUISITIVE LEARNING

To create a safe environment for students to inquire and ask questions for a deeper understanding of academic theories and concepts; as well develop their own ideas to enhance their problem-solving and critical thinking skills.



3. COLLABORATIVE AND COOPERATIVE LEARNING

To develop social, interpersonal and problem-solving skills, by enabling students to collaborate by encouraging team-work, through the implementation of group work or full class activities.

A **Certificate of Completion** will be awarded to students upon the successful completion of all teaching sessions.

FLEET & TRANSPORTATION MANAGEMENT

CLOSURE AND CERTIFICATION



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