

THE WORLD HAS CHANGED

RESULT-FOCUSED SHIPPING/ TRANSPORT ASSISTANT



THE WORLD HAS CHANGED

The IMPOSSIBLE Happened! A Worldwide Shutdown 2021; this CHANGES EVERYTHING in Shipping and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more 'adept' companies will achieve Profits Faster. We MUST expect Shipping Disruptions, Vendor Financial Melt-down, Lack of Vessels, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

The SHIPPING/TRANSPORT RESET means our Shipping Professionals Working Styles, Operational Competency and Mental Toughness is required to Implement 'New' Focus, Operational Efficiency, Administration and Value-Added Reporting – It requires a Paradigm Shift!

SCOTS LEARNING OBJECTIVE

Scots Skill ONE

Set and Achieve Shipping/Transport KPI – Achieve Department Objectives Post-Covid 19

Scots Skill TWO

Develop a Daily/Weekly Shipment Action Plan – Ensure Delivery Efficiency!

Scots Skill THREE

Select RIGHT Shipping Inco-Terms – Import/Export Quotation Preparation and Loss Prevention!

Scots Skill FOUR

Brainstorm Shipping/Port Problems – Documents, Clearance, Demurrage, Customs Penalty!

Scots Skill FIVE

Develop Shipping and Customs Document Checklist – Pro-Active Action to Reduce Documentation Mistakes!

Scots Skill SIX

Develop Result-Focused Shipping/Transport Reports for Management Meetings!

WHO SHOULD ATTEND?

Shipping, Transport, Logistics, Purchasing, Procurement Assistants, Secretaries, Planners, Executives and People involved in Shipping/Logistics



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RESULT-FOCUSED SHIPPING/ TRANSPORT ASSISTANT



The World Has Changed –
New Role, New Responsibility, New Performance!

PART A – RESULT-FOCUSED SHIPPING/TRANSPORT ASSISTANT – THE WORLD HAS CHANGED

- 1. The World Has Changed 2021** – Logistics Relationship, Diplomacy vs Threat, Limited Shipment, Delays, etc.
- 2. Result-Focused Shipping Assistant** – WFH, User Difficulties, Shipment Failures, New Priorities & Fluctuating Orders

PART B – ‘NEW NORMAL’ SHIPPING/TRANSPORT ASSISTANT

- 1. POST-COVID 19 SHIPMENT DELAYS and TRANSPORT CHALLENGES**
 - A. The NEW Shipping Assistant** – Right Mental Attitude/Toughness, Shipping Administration and Problem Solver
 - B. Shipping Assistant Contribution** – Critical Shipment OTD, Zero Mistakes, Lower Costs and Updated Reports
- 2. SHIPPING/TRANSPORT ASSISTANT DAILY ACTION PLAN**
 - A. Result Focused Shipping Activities** – MUST/SHOULD Do Activities Focus, ‘Golden Hour’ and Reduce Repeat Work
 - B. Shipping/Transport Daily Action Plans** – List Tasks, Priorities, Set Deadlines and Reduce Time Wasters
 - C. Scots Skill ONE** – Set and Achieve Shipping/Transport KPI – Achieve Department Objectives Post-Covid 19
 - B. Scots Skill TWO** – Develop a Daily/Weekly Shipment Action Plan – Ensure Delivery Efficiency!

PART C – DAILY SHIPPING OPERATIONS – ONLY PERFORMANCE MATTERS

- 3. INCO-TERMS YEAR 2021 UPDATES**
 - A. Latest Shipping Inco-Terms Year 2021** – Post-Covid 19 ‘Force Majeure’, Previous vs New/Revised Incoterms
 - B. Latest Import/Export Procedures** – FOB, CFR, CIF, FAC, EXW, etc.
 - C. Scots Skill THREE** – Select RIGHT Shipping Inco-Terms – Import/Export Quotation and Loss Prevention!
- 4. IMPORT/EXPORT PROCEDURES – REDUCE MISTAKES!**
 - A. Shipment Responsibilities** – Customer, Forwarding Agents, Shipping Company, Customs, Port Authorities, etc.
 - B. Latest Import/Export Procedures**
 - Forwarding/Shipping Liaison
 - Select Forwarding/Shipping Company
 - Freight/Custom Duties Payments
 - Pre-Government Agency Approval
 - Reserve Shipping Space
 - Port/Ground Transport Coordination
 - Import/Export Procedures
 - Freight Collection/Delivery
 - C. Scots Skill FOUR** – Brainstorm Shipping/Port Problems – Documents, Clearance, Demurrage, Customs Penalty!
- 5. IMPORT/EXPORT DOCUMENTATION – GET IT CORRECT!**
 - A. Shipping Responsibilities** – Documents, Online Applications, Checklist, Accuracy and Submission
 - B. Shipping Import/Export Documents**
 - Bill of Lading
 - Commercial Invoice
 - Letter of Credit
 - Certificate of Origin
 - Pro-Forma Invoice
 - Packing List
 - Delivery Order
 - Container Shipping/Delivery Note
 - C. Customs Import/Export Documents**
 - KIA (WTO Regulation)
 - Insurance Certificate
 - Packing/Weight List
 - C. Scots Skill FIVE** – Develop Shipping/Customs Document Checklist – Pro-Active Action to Reduce Mistakes!

PART D – SHIPPING ADMINISTRATION and REPORTING

- 6. FORWARDER/CUSTOMS MANAGEMENT and REPORTING**
 - A. Result-Focused Shipping/Transport Responsibility** – Implement Shipping and Transport Plan and Reports!
 - B. Develop Shipping/Transport Relationship** – Forwarder/Shipping/Customs KDI, Years of Service and Support
 - C. Scots Skill SIX** – Develop Result-Focused Shipping/Transport Reports for Management Meetings!