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HRD Corp  
Claimable  
Courses

# MASTERING SHIPPING & LOGISTICS IN IMPORT EXPORT TRADE

(Programme No: 1000139967)

26 & 27 January 2026, Mon - Tues | 9.00 am – 5.00 pm | Dorsett Grand Subang

## INTRODUCTION

In international trade, movement of goods, materials, services, information and financial flows are the critical path determines a shipment total success or failure.

Shipping is a vital link in the global transportation pipeline bridging the commerce and business communities. An insight understanding of the principles, operations, documentations and tactical skills will assist in optimizing supply and delivery cost. Leading in alignment of partnerships and developing new strategies in exceeding customer's demand and fulfillment.

## COURSE OBJECTIVES

- Introducing the modalism of partnership shipping
- Familiarizing types of documents in shipping
- Learning the process of controlling cost and risk
- Understanding the logistics efficiency and effectiveness
- Applying outsourcing and measurement metrics

## COURSE OUTLINES

Understanding Roles and Responsibilities of Shipping Providers

- The Port and Terminal Operators
- The Principal and Supplementary Carriers
- The Logistics Providers and Freight Forwarders

Introduction to Partnership Shipping for Global Trade (PPS)

- The paradigm and rationale of PPS
- The aims and objectives criticality of PPS
- The criteria and decision level of PPS

The Trade Routes and Shipping Trading Areas

- The definition and implication of sea lanes
- The sea landscape for maritime operations
- The business models adoption of carriers

Document Used In Sea Cargo Operations

- The Bill of Lading
- The Sea Way Bill
- The Mate's Receipt
- The Cargo Manifest
- The Shipping Note
- The Delivery Order

The Principles of Handling Dangerous Cargo

- Classification and Identification
- Packing and Stowage
- Marking and Labeling

Carriage of Goods in Containerization

- Features of containerization operation
- Precautionary measures in handling
- Variations in type of container usage

Freight Rates and Cargo Claims Procedures

- The Liner and Carrier Rates
- The Commodity Box Rate
- The Freight All Kind Rate
- Notice of claim resolution
- Time and claim limitation
- Parties and claimants preference

Principles of Performance Metrics in Shipping

- Understanding the strategic objectives
- Implementing level of operation score card
- Monitoring the captured results and indexes

Principles of Outsourcing in Shipping

- The operational directives aims and objectives
- The tactical advantages and disadvantages
- The strategic strength and weakness

## Commercial and Trade Documents in Shipping

- Supplier's Quotation
- Pro-forma Invoice
- Purchase Order
- Sales Confirmation
- Commercial Invoice
- Packing Weight List
- Export Shipping Instruction

## Logistics efficiency and effectiveness in the execution chain

- Logistics planning criteria at pre-departure stage
- Logistics monitoring method at in-conveyance stage
- Logistics reporting style at post-arrival stage

## METHODOLOGY

Interactive classroom, power-points, discussions and activities.

## WHO TO ATTEND?

A mandatory course for all related shipping and logistics executives for competency.

A supplementary course for other department executives for empowerment.

## TRAINER'S PROFILE

### **STEPHEN KUM FOONG SANG (TTT 0484, Feb 2007)**

**Mr Stephen Kum** (MBA, USA) certified trainer by MIM/PSMB. A fellow of The Institute of Freight Association, The Institute of Logistics & Transport, The Institute of Business Administration. Former Vice Chairman of the Persatuan Logistik Selangor and Co-founder of Global Logistician Network (GLN).

He has more than 30 years of hands-on experience in the fields of international trade, global procurement, freight management, logistics and supply chain operations. His consultancy expertise relates to Incoterms contracting, trade documentation, supplier development, import export risks and cargo transportation strategies.

He was the Managing Director of Transatlas Cargo, a global logistics provider with network in UK, USA and Asia Pacific. Held various contractual senior positions as Country Manager of Esprit Shipping (HK), Sales Director with Karl Schroff Associates (US) and Business Development Manager with Port Cargo International (UK). Associated with Cambridge International College as their Course Examiner. As Program Consultant with Durham Logistics College and Resident Consultant with TPL Global Chain Management.

He has been involved in corporate training and executives development programs since 2002 for national corporations, industry associations and academy of learning excellence. Multinational companies and global market leaders including Conference and Forum organizers. His embassy clientele includes trade divisions of Nigerian Embassy, Sudan Embassy and Royal Thai Embassy in Kuala Lumpur. He has developed Shipping programs for Institute Technology Multimedia, Logistics program for Sentral City Institute, Freight management program for PSNB and Open University Malaysia. Developed post graduate courses in Supply Chain Management for Camden University and Export Management for Metropolitan University organized and others.

## PARTICIPATING FEE (HRD Corp Claimable Course)

**REGISTER NOW → RM1, 944 per person for 2 days**

# Inclusive of lunch, tea breaks, notes, certificate of attendance and 8% SST

## For registration:

1. Please email us a copy of your registration form;
2. (HRD Corp Registered Employer) Please apply via HRD Corp e-TRiS for HRD Corp Claimable Courses scheme before training date (subject to approval), **Training fee claiming = RM1,944 per person;** and
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

## ORGANIZER (MyCoID: 791613A)

Malaysian Export Academy Sdn Bhd  
No. 47B, Jalan BP 7/2,  
Bandar Bukit Puchong,  
47120 Puchong, Selangor  
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## REGISTRATION FORM

(Email: faruqrazi.mexa@gmail.com )

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is your company registered with the Human Resource Development Fund (HRDF)?

Yes       No      (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes       No      (please tick)

### **Participating Fee (HRD Corp Claimable Courses)**

**RM1, 944.00 per person for 2 days**

Fee inclusive of Lunch, Tea-Breaks, Course Notes, Certificate of Attendance and 8% SST

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#### **Payment / Terms & Conditions**

Kindly make bank transfer payment to **Account No: 800 221 0777 of CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.