ORIENTATION AND TRAINING OF NEW EMPLOYEES NOVICE TO
SHIPPING & FORWARDING

Have you hired new employees novice to shipping & freight forwarding business?
Many new employees start thinking of resigning from their job by the end of their first month. Their anxieties are fueled by mistakes that companies often make during new employee orientation program.

In most of the organizations this is what happens.
1. Few senior officials who are very good at work but not necessarily good teachers give lengthy lectures using all kinds of jargons, which is tough to understand.
2. Boring orientation videos are shown.
3. Train them on in-house computer system. In absence of basic knowledge of shipping and forwarding such training is very boring.
4. After 1st week new employees are asked to spend time with older employee in different departments for hands on experience.
5. If the new employee is assigned to an older staff person who is always busy. New employee remains idle. (One must avoid the mistake of allowing the new employee to sit idle.)
6. If this old employee is assigned to your most unhappy, negative, company-bashing staff new employee starts looking for a new job.
7. This method of new employee training takes more than 6 months to make each employee productive. Companies pay salary for 6 months, which is a cost to company.

What is the solution??
Nominate your new employees for a four-day program conducted by a person who understands industry dynamics and knows how to teach in simple easy to understand language.

Orientation and training of new employees novice to shipping & forwarding

Facilitator of this program is Rajiv Sathe
- The person with 22 years of work experience in Shipping & Logistics companies.
- He has staged more than 185 programs for various Shipping Lines, N.V.O.C.C., Freight Forwarders and Consolidators.
- 6000+ professionals have attended his program.

The program is aimed at
1. Quickly enabling each individual to become contributing members of your company (in less than a month).
2. Creating a feeling with new hire that company want him to succeed.
3. Improve level of understanding by giving an overview of entire industry and various intermediaries involved in the industry.
4. Making them aware of each department's function.
5. Solidifying the new employee's relationship with our industry & your organization.
6. Make them say, "I understand basic business, therefore I belong to this industry and company."
7. Making absolutely sure that new hires feel welcomed and valued.
8. Familiarizing every new employee with, different services offered by different companies and understand competition.

**Frequently Asked Questions**

**Which topics will be covered in four days?**
Role of customs and central excise.
Role of RBI
Bill of Lading
Types of Bills Of Lading
Types of shipping services.
Cargo types bulk, break bulk & containers
Types of containers
Port operations
CFS operations
Role of CHA, freight forwarder, NVOCC and shipping line.
Freight
Complete import export procedures and documentation
Various trade routes and feeder operations
Special cargo.
And many other important topics will be covered.
**Detailed program outline will be made available to participants.**

**How will they remember everything??**
Unique teaching method with simple, easy to understand language supported by pictures, movies and class room exercise will help participants to remember.

**New Employee Training - Worth It? What is the cost?**
Much less than your new employees 6-month salary!!
This program will help you welcome new employees on board and make them productive in a month’s time.

**Who can attend this program?**
Any one who has less than 6 months experience in shipping and freight forwarding.

**Program Date:** 24th to 27th June, 2008
**Venue:** The Mirador Hotel, Andheri (E) Mumbai
**For Registration Contact:** programs.rsathe@gmail.com
**Website:** [http://www.rsathe.com](http://www.rsathe.com)
About The Trainer
Rajiv Sathe

Work experience in Global Logistics & Shipping companies - more than 20 years and
Teaching experience of more than 10 years.
Staged more than 185 programs

- Twenty-two years of experience in Global Logistics & Shipping Industry. All India and International exposure.
- More than 10 years Visiting Faculty at Department of Economics University of Pune for PGDFT course and at various MBA institutes in Pune.
- Staged more than 185 Management Development Programs for employees of shipping lines, Freight forwarders & NVOCC.

Work experience with leading organizations in international logistics

American President Lines Ltd. - 9 years
Position:
Country Sales Manager for India, Nepal, Bangladesh, Sri Lanka (2 years)
Country Sales Manager for Saudi Arabia, Bahrain & Sudan (7 years)

Tata Tea Ltd. - Agents of Overseas Containers Ltd. - 5 years
Position:
Trade Manager for Europe & East Africa

Various shipping agency houses - 8 years
Shaw Wallace Agents of Hellenic Lines,
Patel Volkart Ltd. Agents of Maersk Line,
Chowgules of Goa agents of various Bulk Cargo carriers.

Current Engagements:
- Training
- Consultancy in Logistics.

Teaching Experience: Teaching since 1997

Have been associated with following Management Institutes as visiting faculty.

1. Symbiosis Institute of International Business.
2. Symbiosis Institute of Management Studies.
3. University of Pune - Department of Economics.
4. Mahratta Chamber of Commerce.
5. Symbiosis Institute of Business Management.
7. The Indian Institute of Planning & Management.
9. MITCON Export Facilitation Center.
10. Institute of Business Management & Research.
CLIENT LIST
Staged more than 185 programs for following clients.

International Forwarders
1. Association of Multimodal Operators of India (AMTOI)
2. AFL DACHSER Private Limited
3. Allcargo Global Logistics Ltd.
4. ARAMEX
5. Consolidator’s Association of India (CAI)
6. Direct Logistics Pvt. Ltd.
7. Divya Shipping Ltd.
8. Flyjack Logistics
9. GAC Shipping (India) Pvt. Ltd.
10. Globelink WW India Pvt. Ltd.
11. Greenwich Meridian Logistics (India) Pvt Ltd.
12. International Liner Ship Agency Ltd.
15. Links Cargo Agencies Pvt. Ltd.
16. LCL Agencies (India) Pvt. Ltd.
17. Logistics Plus (India) Pvt. Ltd.

Shipping lines
1. American President Lines (APL India Pvt. Ltd.)
2. CMA CGM Global (India) Pvt. Ltd.
4. Contfreight Shipping Agency (I) Pvt Ltd. - Agents of Hanjin Shipping
5. CP Ships IT Services Pvt. Ltd.
6. Maersk Line, Pune
7. Maersk Line, Mumbai
8. Meridian Shipping Agency Pvt. Ltd.
10. MOL Information Processing Services (India) Pvt. Ltd.
11. MSC AGENCY (INDIA) Pvt. Ltd.
12. Meridian Shipping Agency Pvt. Ltd.
13. Parekh Group
14. Samsara Shipping Pvt. Ltd.
15. Seahorse Ship Agencies Pvt. Ltd.
16. United Liner Agencies of India Pvt. Ltd.
17. Zim Integrated Shipping Services (India) Pvt. Ltd.

Exporters, Software developers and Bankers.
1. IBM Kolkata
2. Suzlon Energy Ltd.
3. H & M Hennes & Mauritz India (P) Ltd.
4. Satyam Computer Services Ltd.
5. Thermax Ltd.
7. Elpro International Ltd.
9. Kalyani Brakes Ltd.
10. Maharashtra Udyojakata Vikas Kendra.