

AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER

HISTORY

The AFPI Training and Development Center traces its roots in 1998, when the Aircargo Forwarders of the Philippines, Inc. established its own AFPI Training and Development Center, an institute that was tasked to "develop programs for the continuing training and education of the staff of its member-companies" and "make researches studies on issues, trends and movements that affect and have an impact on the Aircargo industry and make the result of such research studies available to the members."

It finally chose to locate the Center and the Secretariat at the Room 225, Bldg. B, Sky Freight Bldg. along NAIA Ave., Paranaque City. This is to make the center easily accessible to the members in which offices were normally in the vicinity.

It is a modern facility that has been equipped with the necessary multimedia tools necessary for the effective and lively delivery of the various courses offered.

The Center has been developed and is continuously creating courses to address the various needs of its member companies be this in the area of operations, customer interface and staff development and management in general. Moreover these courses are delivered by highly trained and competent instructors who are specialists in various areas of the business.

OUR MISSION

To provide the personnel of all member companies of the Aircargo Forwarders of the Philippines, Inc. with training and development programs/ services that are geared towards significant improvement in human and organization productivity.



AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER

COURSES OFFERED

BASIC AIRCARGO FORWARDING COURSE

This course aims to provide participants with the basic concepts of aircargo forwarding operations and skills essential for effective performance.

ADVANCE AIRCARGO TARIFF COURSE

This course aims to provide participants with the skills of computing for the most competitive freight charges and cutting the corresponding airwaybills.

BASIC CARGO DANGEROUS GOODS COURSE *

This course covers the IATA regulations governing the shipment of dangerous goods and the accomplishments of shipping documents related to the acceptance and handling of dangerous goods.

* Effective 01 May 2002, the AFPI Training & Development Center was accredited by IATA as an Endorsed Dangerous Goods Training School to provide courses in transport of Dangerous Goods by air, covering basic or refresher training for Shippers, Packers, Cargo Agents and Airline Staff.

MANAGEMENT

This course aims to enhance the managerial competence of participants by exposing them to various management functions. It also provides managers with the basic managerial skills needed for professional development.

SUPERVISION

This course aims to provide supervisors and managers with the basic concepts and skills in supervision applicable to an aircargo forwarding office setting.

EFFECTIVE BUSINESS COMMUNICATION

This course covers the proper way of writing impact letters, memos, e-mails, proposals and reports as well as delivering effective business presentations and public speaking.



AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER

CUSTOMER RELATIONS PROGRAM

This course aims to provide participants with the basic concepts of customer relations and interactive skills necessary to be able to effectively handle transactions with aircargo forwarder's clients.

SALESMANSHIP

This course aims to provide participants with the basic principles of selling and the skills and techniques essential to become effective sales professionals.

LOGISTICS

This course aims to provide the participants with clear understanding of the interrelated nature of the procurement, production, and distribution activities and make wise trade-off in terms of cost, responsiveness, flexibility and customer service.

SPECIAL COURSES

PERSONALITY DEVELOPMENT

This course aims to provide the participants with the necessary personality, skills and projection.

BASIC CUSTOMS BROKERAGE FOR NON-BROKERS

This course aims at providing the participants with the basic knowledge of customs brokerage as practiced in the Philippines including the computation of tariffs, duties and taxes in general, and the various entry lodged at the BOC.

SUCCESSFUL SELLING FOR FREIGHT FORWARDERS

The seminar will be an intensive two-day course and is designed and created specifically and specially for freight forwarders, consolidators, NVOCCs and transport logistics companies. The aim is to comprehensively enhance the selling skills and persuasion techniques of corporate officers, department managers, sales executives and account officers, in order that they would be more productive in bringing new accounts to their companies as well as enhancing existing ones.



AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER

SUCCESSFUL TRAINING CONDUCTED FOR 2008

DATE	COURSES	NUMBER OF PARTICIPANTS
January 7-18	Basic Cargo Dangerous Goods Course	17
Jan. 21- Feb. 1	Basic Aircargo Forwarding Course	15
Feb. 25- Mar. 7	Basic Cargo Dangerous Goods Course	16
March 10-19	Basic Cargo Dangerous Goods Course	18
Mar. 31- Apr. 11	Basic Cargo Dangerous Goods Course	17
April 14-25	Basic Aircargo Forwarding Course	17
May 19-30	Basic Cargo Dangerous Goods Course	19
June 2-13	Basic Cargo Dangerous Goods Course	17
June 23- July 4	Basic Cargo Dangerous Goods Course	18
July 7-18	Basic Cargo Dangerous Goods	17
July 28- Aug. 8	Basic Cargo Dangerous Goods Course	20
August 11-22	Basic Aircargo Forwarding Course	20
Aug. 26- Sept. 5	Basic Cargo Dangerous Goods Course	17
September 15-26	Basic Aircargo Forwarding Course	20
Sept. 29- Oct. 10	Basic Cargo dangerous Goods Course	13
October 15 & 16	Successful Selling for Airfreight Forwarders	12
October 20-31	Basic Aircargo Forwarding Course	21
November 3-14	Basic Aircargo Forwarding Course	24

Summary:

Total Number of Training Conducted : 18

Total Number of Participants : 318



AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER

SUCCESSFUL TRAINING CONDUCTED FOR 1st Quarter of 2009

DATE	COURSES	NUMBER OF PARTICIPANTS
January 5-16	Basic Cargo Dangerous Goods Course	14
January 19-30	Basic Aircargo Forwarding Course	18
February 2-13	Basic Cargo Dangerous Goods Course	18
February 16-27	Basic Cargo Dangerous Goods Course	19
March 2-13	Basic Aircargo Forwarding Course	10
March 23- April 3	Basic Cargo Dangerous Goods Course	21

Summary: (as of March 2008)

Total Numbers of Training Conducted: 6

Total Numbers of Participants: 100



AIRCARGO FORWARDERS OF THE PHILIPPINES INC. TRAINING & DEVELOPMENT CENTER



Participants of last Basic Aircargo Forwarding Course
November 2008



Participants of last Basic Cargo Dangerous Goods Course
handled by Mr. Jose Navarra Jr. for 2008



Participants of 1st Basic Aircargo Forwarding Course
January 2009



Participants of 1st Basic Cargo Dangerous Goods Course
handled by Mr. Jose Navarra Jr. 2009

