Strategic Office Logistics and Supply Chain Training Course



07 - 11 Dec 2026

Tokyo

5800 € (Per Person)

Ref: #EA6156_28653

Course Introduction / Overview:

This course provides a comprehensive framework for mastering the complexities of office logistics and administrative supply chain coordination. In today's dynamic business environment, the efficient management of internal resources, from procurement to distribution, is no longer a back-office function but a strategic imperative that directly impacts productivity and profitability. This program moves beyond traditional administrative tasks to instill a strategic mindset, enabling participants to design, implement, and manage a seamless logistics and supply chain system within the office setting. Drawing on principles articulated by leading thinkers like Martin Christopher in his seminal work "Logistics & Supply Chain Management," the course emphasizes the creation of agile and resilient supply networks for internal operations. BIG BEN Training Center has developed this curriculum to bridge the gap between high-level supply chain theory and the practical, day-to-day realities of office management. Participants will explore critical areas including strategic sourcing, inventory optimization, vendor relationship management, and the integration of technology to create a lean, cost-effective, and highly responsive administrative support system that adds tangible value to the organization.

Target Audience / This training course is suitable for:

- Office Managers.
- Administrative Coordinators and Supervisors.
- Procurement and Purchasing Officers.
- Facilities Managers.
- Logistics and Supply Chain Assistants.
- Operations Managers.
- Executive Assistants and Senior Administrators.
- Team Leaders responsible for resource management.

Target Sectors and Industries:

- Corporate and Professional Services.
- Healthcare and Hospital Administration.
- Banking and Financial Institutions.
- Educational Institutions and Universities.
- Technology and IT Companies.
- Manufacturing and Industrial firms (for administrative operations).
- Government Agencies and Public Sector Organizations.
- Non-Profit and Non-Governmental Organizations.

Target Organizations Departments:

- Administration Department.
- Operations Department.
- Procurement and Purchasing Department.
- Facilities Management.
- Logistics Department.
- Finance and Accounts Department.
- Human Resources Department.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a strategic framework for managing office logistics and supply chain operations.
- Implement effective inventory control techniques to minimize waste and reduce costs.
- Master the principles of strategic sourcing and supplier evaluation for office supplies.
- Enhance vendor relationship management through effective communication and negotiation.
- Analyze and improve internal distribution and workflow processes for maximum efficiency.
- Identify and mitigate potential risks within the administrative supply chain.
- Utilize key performance indicators (KPIs) to measure and report on logistics performance.
- Integrate sustainable and green practices into office procurement and logistics.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and centered on practical application. We believe that adult learning is most effective when it connects theory to real-world challenges. This course utilizes a blended approach, combining expert-led presentations with hands-on activities. Participants will engage in detailed case study analyses of various organizational settings, allowing them to dissect complex logistics problems and develop viable solutions. Group discussions and collaborative workshops will foster a shared learning environment, encouraging the exchange of ideas and experiences. Practical exercises, such as creating a mock procurement plan or designing an inventory management system, will ensure that concepts are not just understood but can be applied immediately in the workplace. Role-playing scenarios, particularly in vendor negotiation and conflict resolution, will build confidence and practical skills. Continuous feedback from the instructor and peers is a core component, ensuring a supportive and developmental learning journey throughout the five days.

Course Agenda (Course Units):

Unit One: Foundations of Strategic Office Logistics

- The strategic role of office logistics in organizational success.
- Understanding the administrative supply chain from end to end.
- Key differences between corporate and office logistics.
- Core principles of supply chain management applied to administration.
- Integrating logistics with departmental and organizational goals.
- The impact of efficient logistics on productivity and employee morale.
- Mapping the flow of goods, information, and finances in an office environment.

Unit Two: Strategic Procurement and Vendor Management

- Developing a strategic sourcing plan for office supplies and services.
- Techniques for supplier identification, evaluation, and selection.
- Mastering negotiation tactics for favorable terms and pricing.
- Building and maintaining strong, long-term vendor partnerships.
- Contract management fundamentals for administrative procurement.
- Ethical considerations and best practices in purchasing.
- Managing supplier performance and conducting regular reviews.

Unit Three: Advanced Inventory and Asset Management

- Principles of inventory control for non-production environments.
- Demand forecasting techniques for office consumables.
- Implementing Just-in-Time (JIT) and lean principles in the office.
- Using technology for inventory tracking and automation.
- Strategies for reducing carrying costs and preventing stockouts.
- Managing the lifecycle of office assets from acquisition to disposal.
- Conducting effective physical inventory counts and reconciliations.

Unit Four: Internal Logistics and Distribution Coordination

- Designing efficient internal distribution and delivery systems.
- Workspace logistics and ergonomic resource placement.
- Managing mailroom operations and courier services effectively.
- Coordinating inter-departmental resource requests and fulfillment.
- Streamlining the process for new employee onboarding logistics.
- Event and meeting logistics planning and execution.
- Health and safety considerations in office material handling.

Unit Five: Performance, Risk, and Sustainable Logistics

- Developing Key Performance Indicators (KPIs) for office logistics.
- Techniques for measuring and improving supply chain efficiency.
- Identifying, assessing, and mitigating risks in the administrative supply chain.
- Developing contingency plans for supply disruptions.
- Introduction to sustainable and green procurement practices.
- Implementing waste reduction and recycling programs.
- The role of technology and data analytics in optimizing office logistics.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How might the principles of lean management, traditionally applied in manufacturing, be adapted to revolutionize office logistics and administrative supply chains?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by uniquely integrating high-level strategic supply chain management principles with the specific, often-underestimated domain of office logistics. While many administrative courses focus merely on procurement tasks, this program elevates the conversation to a strategic level, teaching participants how to transform a cost center into a value-generating function. It moves beyond simply ordering supplies to architecting a complete, efficient, and resilient internal supply chain. The curriculum is built on a foundation of practical application, emphasizing how to implement concepts like lean management, risk mitigation, and KPI measurement within a corporate office environment. Unlike generic logistics training, every module, case study, and exercise is tailored to the unique challenges of administrative operations, from managing intangible service vendors to coordinating internal distribution across departments. The focus is on developing a holistic and analytical mindset, enabling participants to not only manage daily tasks but also to innovate and drive continuous improvement, ensuring their organization's administrative backbone is both robust and cost-effective.