

EXPEDITING MANAGEMENT ASSOCIATION TRAINING PROGRAM

Introducing a formal training program developed by professionals, for professionals which offers exclusive training in the field of Expediting. With input from its broad membership base of professionals representing a wide range of companies in many different industries, the program contains an unprecedented wealth of knowledge and experience not available from any other source. Since EMA recognizes Expediting as a separate profession our programs offer in depth studies in all aspects of the field, with tested real life experiences and techniques.

The program is presented by members who have been specifically certified as instructors by EMA, all of whom have earned the distinguished designation of CEM (Certified Expediting Manager).

This program is available to any interested organization or group wishing to secure training for new expeditors, and/or enhance the knowledge and expertise of present staff and can be conducted as an in-house event at the customer's facility or location of choice.

The program consists of two courses; The EMA Basic Expediting Training Course and The EMA Advanced Expediting Training Course. A brief outline of each follows:

EMA Basic Expediting Training

This course is designed for the newly assigned or entry level expeditor, as well as a refresher course for practicing professionals, and is comprised of six separate sessions, with a duration of four hours, and concludes with a quiz. A list of topics covered is as follows:

- **Order Management**
- **Assessing Risk and Developing an Expediting Plan**
- **Schedule Development and Control**
- **Expediting and Control of Supplier Drawings and Data**
- **Processing Information**
- **Delivery Management Concepts**

EMA EXPEDITING TRAINING PROGRAM (Cont'd)

EMA Advanced Expediting Training

This course is designed as a follow-on to the Basic course, and is intended for experienced professionals who wish to advance their knowledge and further hone their expertise in the field. Successful completion of the EMA Basic Expediting Training Course is a pre-requisite for enrollment in this course. There are seven separate sessions with advance study assignments. Duration is six hours, with an examination at the conclusion. A list of topics included in this course is as follows:

- **Schedule Analysis and Forecasting Credibility**
- **Staffing and Budget Planning**
- **Measuring Performance and Demonstrating Value Added**
- **Managing the Flow and Impact of Design Activity**
- **Understanding Typical Manufacturing Operations and their Purposes**
- **In-Plant Expediting Methodology and Techniques**
- **Case Study - Interactive Session**

Note: Upon successful completion of the entire program, culminating with the Advanced Course one becomes eligible to apply for “Certified Expediter” (CE) status. Upon completion of a Work Verification Form certifying at least two years of service in the field a certificate acknowledging same will be issued by the EMA. A \$90.00 processing fee applies to non-members. This fee is waived for members.

EMA is a non-profit professional association of international reach dedicated to the enhancement and advancement of professional Expediting. Since all of our staff and instructors are volunteers and experienced professionals in the field, we believe our program is not only the most economical, but the best to be found anywhere.

For more information on this, or other aspects of training and professional development offered by EMA please contact the EMA Professional Development Committee or the EMA International Headquarters at the numbers shown below.

Professional Development Committee

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