

TRANSPORT ACADEMY

Intro

- Joint introduction in Skive

Graduated Planner

- Financial matters
- Legal matters
- Road transport
- Sale & service

Sale

- Selling by phone

Customs/Intrastat

- Introduction to customs clearance
- Customs matters
- Tariffs & knowledge of goods
- Import/Export

Personal development

- On line coaching
- You and your results
- Self management
- Presentation technique
- Negotiation technique
- Prioritization of tasks
 - Avoid stress
- Communication
- Cooperation

General language courses

- Intensive courses
- Courses for groups
- E-learning

Environment/Safety

- Introduction to quality & environment
- HACCP/GMP for transport and order handling of medical/ pharmaceutical products and equipment, food, foodstuff and waste

Insurance & claims

- FREJAs insurance coverage & conditions
- Handling of claims
- Cargo & transport insurance: coverage and procedure

IT courses

Internal

- Aspect 4; beginners 1
- Aspect 4; beginners 2
- Aspect 4; individual training
- Excel courses, Word, Outlook (3 hours)

External

- E-learning
- Traditional teaching
- Power point

Basic transports

- Introduction to basic transports

Educations (external)

- HD
- "Akademi økonom"
- "Akademi merkonom"
- Other relevant educations

Transport professional topics

- Driving- & resting regulations
- Security of loads
- Dangerous goods