MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 07-Nov-2026

Course Profile Document

Procurement and Supply Chain Management

Fleet Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2708	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Transportation activities can account for over 70% of an organization’s supply chain costs. Thus, it is vital that an organization gets the transportation function right, whether its ambition is to meet personnel mobility needs or to execute the delivery of goods and materials. In this course, we will examine the transportation function in a holistic manner. We start by outlining the requirements of successful fleet maintenance programs and workshops. We then describe the components of stringent fleet and driver safety programs and experiment with different capital budgeting and distribution routing techniques. We conclude with a thorough explanation of key fleet performance measures.

Course Outcomes

- State the objectives of fleet management and the role of the fleet manager
- Implement a fleet preventive maintenance program
- Determine requirements for efficient workshops
- Create fleet safety and driver selection programs
- Use capital budgeting techniques to perform vehicle replacement analysis
- Optimize distribution vehicle routes
- Write Key Performance Indicators (KPIs) and measure performance of the fleet

Course Outline / Curriculum

- ### Introduction to fleet management
  - Definition of fleet management
  - Objectives of fleet management
  - Costs associated with fleet management
  - Maximizing customer service
  - Fleet manager profile
- ### Fleet maintenance management
  - Roles and responsibilities in maintenance
  - Benefits of preventive maintenance inspections
  - Scope of preventive maintenance programs
  - Unscheduled maintenance
  - Road calls
  - Tire selection and management
  - Parts and supply management
  - Vendor versus in-house maintenance
- ### Workshop management
  - Workshop layout
  - Workshop tools
  - Computing workshop productivity
  - Facility requirements
  - Bay space layout
- ### Fleet safety management
  - Elements of a safety program
  - Reasons for accident prevention
  - Driver selection criteria
  - Fleet skill tests
  - Road accident types
- ### Vehicle selection and replacement
  - Vehicle selection criteria
  - Own or contract analysis

- Vehicle replacement analysis
- Capital budgeting techniques

Transportation and distribution planning

- Transportation fundamentals and optimization
- Factors affecting transportation decisions
- Network design options
- Routing of distribution vehicles

Measuring and improving fleet performance

- Fleet measurement system
- Transportation costs
- Cost ratios
- Transportation asset productivity
- Financial and quality indicators
- Cycle time indicators
- Measuring and improving fleet utilization

Target Audience

Fleet managers and coordinators, maintenance managers and supervisors, transportation planners, fleet safety managers and operations managers.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexit

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Fleet Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____