

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Import/Export Procedures and Documentation

Use effective import/export procedures to get your products to and from customers and suppliers on time and hassle-free—and protect your company's investment!

The opportunities for importing and exporting have never been greater, but the details involved in these operations have never been more complex!

Using these import/export procedures, you'll be equipped to deal successfully with banks, freight forwarders, customs brokers, and foreign customers. Find out how to use the necessary documents to obtain the greatest cost benefit for your company and timely execution of your orders.

How You Will Benefit

- Discover the latest import/export procedures and guidelines
- Get freight forwarders and bankers to work together to solve your logistics problems
- Maximize the services of general and bonded warehouses
- Prevent excessive duties by using foreign trade zones
- Avoid the pitfalls of improper documentation

What You Will Cover

- Documenting your shipment
- Executing smooth import transactions
- Complying with NAFTA and other origin requirements, trademark and copyright regulations
- Observing industry standards
- Avoiding customs penalties
- Getting help from freight forwarders and customs brokers
- Establishing mutually beneficial relationships
- Getting paid and make payments using letters of credit and documentary collections

Who Should Attend

Import/export managers, traffic managers, shipping department personnel, international marketing managers, customer service staff, credit managers, controllers, purchasing managers and directors of procurement or logistics.

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