

# Certified Courses



# Warehouse Operations and Management

## INTRODUCTION

- This Warehouse Operations and Management training course has been specifically designed to develop the competency of personnel in the warehouse, inventory and logistics functions of an organization by improving their skills, knowledge and understanding. Productive management of the warehouse and inventory control function is essential to the dynamic support of an organization's operations, they are vital to provide excellent customer service.

**This training course will feature:**

- Effectively Manage Warehouse Operations
- Achieve Maximum Performance in Inventory Management
- How to Eliminate Waste in Processes and Stock
- Improve the Stock Control of Spares
- Understand the Principles of Export and Import Logistics

## OBJECTIVES

**By the end of this training course, participants will be able to:**

- Learn to Improve Performance in the Stores Function
- Consider How to Utilize the Most Modern Inventory Techniques
- Discover the Importance of Dynamic Supply Chain Management
- Develop their Skills in Managing Stores and Inventory Personnel
- Master Techniques for Dealing with Operational Challenges
- Plan for Export and Import Logistics

## TRAINING METHODOLOGY

- This Warehouse Operations and Management training course will utilize a variety of proven highly interactive adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. Participants will learn by active participation during the seminar through the use of the course manual, exercises, training videos and discussions of "real life" issues in their organization.

## WHO SHOULD ATTEND?

This training course is suitable to a wide range of professionals but will greatly benefit the following individuals:

- Stock, Warehouse and Logistics / Distribution Professionals
- Non-Warehouse People Who Need to Gain an Awareness of the Issues and Key Drivers of Stock Control Operations
- Personnel Involved in Export and Import Logistics

## Course Outline

### The Principles of Warehouse Operation

- Functions of a Modern Warehouse
- Where Warehouses Fit in the Supply Chain
- Streamlining the Flow of Material
- Utilizing Warehouse Management Systems
- Measuring Warehouse Performance
- Effective Utilization of Bar Coding
- Employing the Latest Technology

### Organising the Warehouse for Flow Layout Options

- Receiving Options
- Storage Options
- Picking / Assembly Options
- Dispatching Options
- Using the Floor and the Height Space
- Organising for Flow

### Methods and Equipment

- Selecting Fork Lift Trucks
- Selecting Racking
- Warehouse Structures
- Loading Bays
- Implications for Warehouse Layouts
- Operational Timings and Planning

## Managing the Spares and Inventory Control Function

- The Function of Stock and Spares
- Utilizing Consignment Inventory
- Moving to Supplier Managed Inventory
- Lessons from the Japanese - Just in Time Inventory
- Reducing Excess and Obsolete Inventory
- Measuring Inventory Management Performance

## Inventory, Analysis, and Product Classification

- Effective Strategies for Inventory Management
- Inventory Accuracy and Control
- Handling WIP (Work-In-Progress) Inventory
- Three-dimensional Inventory Classification and Segmentation (ABC)
- Using Inventory Classification to Drive Efficiency
- Replenishment Methods and Strategies

## Export and Import Logistics Management

- Managing the Export and Import Function
  - Using Tools for Export
  - Customs
  - Understanding Export Customers' Requirements
  - Consideration of Lead Time in Imports
  - Methods of Transport
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