Warehouse Memo

To: The Warehouse Team

Subject: Upcoming Improvements to the Warehouse

As we continue toward our warehouse goal *to distribute high quality skating products in sufficient time* (Smith and Locke, 1990:127) we will be implementing improvements to the day to day warehouse operations. The improvements are as follows:

1. **Target/ goal setting** (Locke & Lathem 1990 in Locke & Lathem 2013:28)

* I will be setting a series of departmental goals for us to achieve each quarter. Rewards will be given to the team should these targets be achieved (Filimonov, 2017:9; Sansone & Harackiewicz, 2000:446; Mallin, et al., 2022:248; Prysmakova, 2021:1341; Reiss, 2012:153). To ensure I am setting realistic targets for the team (Lunenburg, 2011:2-4), I will be using the data available from year three as the benchmark for your progress (Fisher, 1997:198; Marlow and Casaca, 2003:192; Suwignjo, et al., 2000:231).

1. **Process Training** (Munstermann and Weitzel, 2008; Farrell and Saloner, 1985:70; Ungan, 2006:135)

A new process diagram has been created. All warehouse staff should familiarise themselves with the new diagram as these processes will be the standard for completing tasks as we go forward. The diagram will improve efficiency on the shopfloor however, I would appreciate your input for any improvements you may have (Maslow, 1973; Poston, 2009:350; Raz & Fadlon 2005:166).

1. **New Floor Plan** (Ahmady, et al. 2016:455; Maduenyi, et al., 2015:356; Mohr, 1971:455)

It has come to our attention that our bay allocation could be improved. A new warehouse floor plan will be created to reflect the bestselling products (Bartholdi and Hackman, 2008:1047).

1. **New Staff – Quality (Kirkman and Shapiro, 2001:600)**

We have recently expanded our Scaters team. We now have a new member of staff responsible for the quality of our Scater products. I would like you all to welcome our new team member as they will be working closely with our department.

1. **New Department**

A new department has been added to the company. Scaters now has a research and development team that will be looking to our department to assist in their work. Using our departments knowledge, our teams can collaborate to create new and exciting products (Kreps 1997:360; Oudeyer & Kaplan, 2007:2).

1. **New software**

I have been evaluating how our department can utilise and RFID system (Want, 2006:25). This would allow us to tag each item in the warehouse and keep track of it. I believe this would increase our departments efficiency and communication with other departments, namely the procurement department.

To summarize, improvements are coming to the warehouse. I realise there a lot of changing coming which can seem overwhelming, however, these changes will be implemented gradually. These improvements will improve our performance as a team if we work collaboratively. Your cooperation and patience at this time is much appreciated.

Best Regards,

Myles Hoult, Warehouse Manager.

## References

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