



Excellence in Warehouse and Inventory: Best Practices for Managing & Improving Warehouse & Inventory Operations

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Procurement
Supply Chain
Distribution
Time to Market

Excellence in Warehouse and Inventory: Best Practices for Managing & Improving Warehouse & Inventory Operations

Introduction:

Warehouses and stores are often under-rated operations in organizations, yet they are essential in providing customer service and knowledge of Inventory Management is critical for the effective management of procurement and the supply chain; however it is commonly not understood. Therefore too high levels of inventory are held with attendant increases to costs, product obsolescence etc.

The purpose of this seminar is to show how to implement all of the essential tools for the effective management of warehousing and stores and inventory. This module shows how to evaluate procedures, change and improve methods by eliminating wasteful activities and excess costs. It provides the practical skills to take back to the workplace so that all those internal problems that limit performance are avoided.

The seminar will allow delegates to obtain added value for money and to improve customer service. Delegates will be able to understand and implement the "world class" tools for managing warehouse and stores and inventory.

Training Methodology:

- Expert tutor input using power points
- Delegate discussion and involvement
- Case studies

- Exercises
- Best practice examples
- Supportive comprehensive course manual enabling practical application and reinforcement

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who should attend?

- Those new to managing warehouses, stores and stock and inventory
- Those people who need to gain an awareness of the issues and key drivers of operations
- Inventory, Stock, Supply Chain, Logistics, Warehouse and Distribution Professionals

Course Objectives:

This seminar will show you how to implement all of the essential tools for the effective management of warehouse and inventory. In this seminar you will learn how to:

- Evaluate procedures
- Eliminate wasteful activities/costs
- Avoid those internal problems that limit performance
- Change and improve methods
- Obtain added value for money
- Improve customer service

Contents:

PART1

WAREHOUSE, STORES & STOCK CONTROL MANAGEMENT

The Role of the Warehouse

An introduction to why we need a warehouse, what functions do they cover, how do they fit into the supply chain including:

- The balance between sorting and storing
- 12 initial questions to ask about warehousing activity

Product Classification

It is important to establish key characteristics of the products handled as this have implications for all the warehouse operations. Such characteristics include:

- Supply /demand variables
- ABC Analysis or the 80/20 rule
- Determining product handling groups
- Throughputs and product formats

Layout Options

In examining all the operations undertaken, the balance has to be found between maximizing space usage whilst minimizing the time taken to carry out the operations. This involves looking at:

- Receiving options
- Storage options
- Picking/assembly options

- Dispatching options
- Using the floor and the height space
- Organizing for flow

Methods and Equipment

Here we specifically look at the lifting, storing and moving equipment available for specific layout options, including:

- Warehouse structures
- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

Health and Safety

Warehouses are potentially dangerous areas in which to work, and an overview of the appropriate legalization will be looked at, including:

- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising people's awareness

Security and Loss

This session looks at minimizing internal and external theft, recognizing that, generally internal theft is the major problem. Preventative measures will be briefly discussed

Productivity and Costs

To make operations efficient and effective, then cost control and productivity need to be managed. This session will therefore look at:

- Fixed and variable costs
- Typical costs involved
- A model for understanding the roles of productivity, utilisation, and performance
- Setting productivity and cost targets
- The importance of having measurements and key indications of performance

Service Levels

As Warehouses are a link in the total process of satisfying customers, this session will therefore look at:

- Internal and external customers
- The three key customer service measures
- Customer service sampling
- Effects of substandard service
- Minimizing errors

Summary

Finally, in linking together all the sessions, we put forward simple overviews and a clear summary, including the

- The 7 step model for better warehouse management
- The top 20 warehousing ideals for continuous improvement

PART2 INVENTORY MANAGEMENT TECHNIQUES

Inventory and the Supply Chain

- Inventory management definition
- Types of stock
- Demand amplifications
- Demand replenishment in networks
- Managing the flows
- Type I and II supply chains
- The Supply Chain Rules
- Inventory and Statistics
- Concept of service level

Inventory Key Concepts

- Key Component: Demand Analysis
- Key Component: Demand Forecasting
- Key Component: Supply Lead Time
- Key Component: Cost & Benefits
- Inventory benefits
- Inventory policies
- Inventory in organizations

Inventory replenishment methods and systems

- Basic mechanics of inventory systems
- The stock time curve
- Stock components
- Stock investment
- Free stock
- Fixed order quantity systems
- Fixed order time cycle systems
- Requirements planning systems

Stock Control, Checking

- Inventory receipts
- Identifying inventory
- Surplus and obsolescent stock
- Stock control and records
- Stock checking programs
- Reviewing current procedures and policies

Inventory Performance

- Inventory Assessment
- Assessing the stock level
- Models for implementing inventory control
- Determining stock targets
- Inventory questions
- Inventory KPI's in warehouses/stores

Inventory Strategies

- Push/pull
- Quick response (QR)
- Efficient consumer response (ECR)
- Collaborative planning forecasting and replenishment (CPFR)
- Lean and agile approaches
- Quality Management
- Postponement
- Cross Docking
- Consolidation
- Vendor Managed Inventory (VMI)
- Consignment stocking
- Co-Managed Inventory (CMI)
- Direct product profitability (DPP)
- Economic value added (EVA)
- Collaborative supply chains

Inventory Improvements

- The Supply Chain and the Theory of Constraints
- Practical inventory improvements
- Keys to reducing stock levels
- Rules for planning inventory
- Model for planning inventory