



## Certified Warehouse and Inventory Professional (CWP)

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Procurement

Supply Chain

Distribution

Time to Market

# Certified Warehouse and Inventory Professional (CWP)

## Introduction:

Managing processes, operations, assets and costs to maintain an efficient flow of goods and services throughout the global supply chain.

This course provides the essential tools and knowledge to run efficient, robust and adaptable operations in warehouse and inventory functions. Analyzing these two fundamental aspects of the supply chain, the course delivers in-depth knowledge of:

- The warehouse and its role within the supply chain
- The operations undertaken within warehouses
- The management of inventory within the supply chain
- The people aspect of warehouse management including resource planning

Written and supported by leading industry experts, the course is divided into six comprehensive modules:

- Warehouse operational principles
- Warehouse developments and trends
- Inventory management
- Stock control, verification and reporting
- Inventory improvements and the supply chain
- Managing people, resources, performance, health and safety / Change Management

## **Who should attend?**

- Warehouse Managers, Supervisors, and First Line Managers, Team Leaders or those seeking the fundamentals of the Warehouse operation.
- Anyone who does have to set up goals and objectives and measure performance of others
- Anyone who is involved in the Warehouse, Logistics, Supply Chain Function seeking further development.

## **Training Methodology:**

The program is carefully designed to address all styles of learning and to fully engage participants through the use of program material, exercises, case study, role plays, and discussions of relevant organizational issues. Lectures and discussions are either preceded or followed by comprehensive individual or group exercises.

## **Certificate:**

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

## **Course Objectives:**

The course is designed to provide the learner with the knowledge, practical skills and understanding required to operate effectively as a Supervisor or Line Manager in a Warehouse/ Logistics environment.

**In particular, at the end of this program, the participants will be able to:**

- Understand their own organization and the business environment within which it operates
- Understand the principles & responsibilities of Warehouse Operations
- Set up and measure SMART objectives, use SWOT Analysis and assess performance
- Effectively communicate with employees, peers, and managers
- Understand the types of Warehouse technology and waste reduction
- Understand the fundamentals of Inventory Control, including Stock checking and recording and verification
- Be familiar with the concept and operation of the Supply Chain Function
- Know the theories of People Management and how to apply them in the workplace
- Be familiar with the principles and processes of performance management
- Be familiar with strategies for dealing with organizational change and development process
- Prepare an action plan to implement on return to work

## **Contents:**

### **Module One: Warehouse Operational Principles**

- The role of the warehouse in the modern supply chain
- Factors determining the location and number of warehouses
- Warehouse Design

### **Module Two: Warehouse Developments and Trends**

- Warehouse technology

- Warehouse mechanical handling equipment and automation
- Reverse logistics
- Warehouse costs
- Warehouses and the environment

### **Module Three: Inventory Management**

- Analyzing the requirements
- Product classification
- Demand analysis
- Product coding
- ABC analysis
- Item groupings for inventory management
- Inventory management essentials
- Inventory costs and service
- Lead time
- Demand forecasting
- Setting the inventory management parameters
- Inventory and statistics

### **Module Four: Stock Control, Verification and Reporting**

- Stock record transactions
- Inventory receipts
- Inventory issues
- Stock management
- Identifying inventory
- Surplus and obsolescent stock
- Stock control and records
- Stock accuracy

- Stock checking programs
- Physical counting of stocks
- Role of inventory manager or stock controller
- Performance reporting

### **Module Five: Inventory Improvements and the Supply Chain**

- Supply chain thinking
- The supply chain and the theory of constraints
- Supply chain process mapping
- Saw tooth curve
- Using the Economic Order Quantity (EOQ) graph to find improvements
- Inventory in the distribution network

### **Module Six: Managing People, Resources, Performance, Health and Safety, Leading Change**

- The Role of the warehouse manager
- People management
- Resource planning
- Performance management
- Health and safety
- Change Management
- Preparing your Action Plan