



## Effective Warehouse Operation & Management

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# Effective Warehouse Operation & Management

## Introduction:

The role of the warehouse has changed from simple stock-keeping to one that is featured prominently as an important part of the supply chain strategy. It has become more challenging to manage a warehouse given the demands for shorter lead time to operating at the lowest possible cost. Managing a world-class warehouse is now recognized as a potentially major source of competitive advantage as opposed to just another source of cost before product reaches the customer. To achieve this competitive advantage, it is important to choose the right type of operation, processes and equipment, and then understand and continuously improve performance through appropriate measures and controls. This course investigates warehouse functions, processes, organization and operations. We review an analysis of warehouse location, operation, management, controls, procedures, finance, security, cargo/materials handling, and productivity.

The Warehouse forms a critical link in a company's supply chain. It serves as a marshaling point for incoming materials and a distribution point for delivering these materials to customers. Material must move through the warehouse in a rapid, controlled, cost-effective manner so that customer demands (both internal and external) are properly satisfied. Achieving high levels of performance requires that powerful strategies and proven techniques for Warehouse Operations Management are properly understood and correctly applied.

- The role and functions of the warehouse in today's supply chain
- Warehouse operations, procedures and processes
- How technology can be used to best advantage in the warehouse
- Warehouse cost management and performance controls.

## Who Should Attend?

Storekeepers, Senior Storekeepers, Purchasers, Buyers, Materials & Inspection Engineers, Materials Inspectors, Stores Supervisors, individuals who have a stake in the Supply Chain and all Logistics, Materials, Inventory, Stock, Warehouse and Distribution Professionals. It will also help those who need to develop their understanding about warehouse operations management

## Course Objectives:

**By the end of this course delegates will be able to:**

- Maximize customer service and provide fast and accurate issuing
- Plan and control the warehousing operation to minimize the operational costs
- Guarantee safety to the warehouse personnel and facilities
- Develop the technical skills of warehouse personnel
- Deal and work with the problems and constraints related to warehousing management

## Course Outline:

### **Introduction to Warehousing Management**

- Objectives and Functions of Warehousing Management
- Problems in Warehousing
- Usages of Computers in the Warehouse

### **Role of the Warehouse in the Supply Chain**

- Purposes of holding stock
- Functions of a warehouse
- Types of warehouse

## **Inventory Classification and Inventory Record Accuracy**

- The ABC Classification
- Uses of the ABC Classification
- Periodic and Cycle Counting
- Systems and Methodology of Counting

## **Organizing the Storage and Material Handling**

- Layout of the Warehouse
- Storage Utilization and Organization
- Stock Location
- Fixed versus Random Location
- Material Handling Equipment
- How to Improve the Receiving/Issuing Material Handling Operations

## **New Warehouse Technologies**

- Summary of warehouse technologies
- Functions and role of the warehouse management system (WMS)
- Automatic identification methods
- Modeling and simulation systems

## **Dealing with People-Related Warehousing Problems**

- Staff Management
- Corrective Guidance

## **Safety in the Warehouse**

- Housekeeping and Safety in a Warehousing Environment
- Safety Hazards
- Unsafe Acts and Conditions
- Planning for Safety

## **Productivity in the Warehouse**

- Definition of Productivity
- Causes of Lost Time

- Warehousing Management through Performance Analysis (KPIs)

### **Warehouse Planning**

- Warehouse layout
- Storage methods and equipment
- Warehouse automation
- Materials handling methods and equipment

### **Audit of a Warehouse**

- Objectives of the Warehouse Audit
- Periodic and Intermittent Audits
- Components of the Audit
- Steps to Follow Before, During and After the Audit