

Training Title

WAREHOUSE OPERATION & MANAGEMENT

Training Duration

5 days

Training Venue and Dates

REF	Warehouse Operation &				
SL020	Management	5	22 – 26 December, 2019	\$4,250	Dubai, UAE

In any of the 5 star hotel. The exact venue will be informed once finalized.

Training Fees

- 4,250 US\$ per participant includes Training Materials/Handouts, Tea/Coffee breaks, Refreshments and International Buffet Lunch.

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING INTRODUCTION

This intensive and practical training on *warehouse operations and inventory management* will help you stay in touch with the most important new concepts in the warehousing/distribution field, allowing you to respond to the ever-changing operational demands created by an ever-expanding global market.

TRAINING OBJECTIVES:

- How to select an inventory control method that best suits your inventory management goals
- How to identify the precise problems that are most troublesome in your warehouse
- Cost-cutting, productivity improvement, inventory reduction, and cost-effective measures for your warehouse
- The most important concepts in the warehousing/distribution field today and its emerging role
- How to layout your warehouse for good space utilization, material handling compatibility, and optimum efficiency
- Which equipment best suits your particular operations for storage and handling
- Practical techniques for improving your day-to-day warehouse operations

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- How to develop a balance between warehouse service level and your customers' needs
- How to conduct a physical inventory and a cycle count

WHO SHOULD ATTEND?

- Store, shipping supervisors, Managers, supervisors, and data processing personnel interested in increasing the efficiency of warehouse layouts, systems, and operations

COURSE OUTLINES

Day One

Introduction to Warehousing Management

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

Inventory Classification and Inventory Record Accuracy

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

Day Two

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

Safety in the Warehouse

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

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- Planning for Safety

Dealing with People-related Warehousing Problems

- Staff Management
- Corrective Guidance

Day Three

Productivity in the Warehouse

- Definition of Productivity
- Causes of Lost Time
- Warehousing Management through Performance Analysis (KPIs)

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

Day Four

Introduction to Inventory Management

- Objectives and Responsibilities of Inventory Management
- Customer Service in Inventory Management
- Inventory Management in the Arab World

Description and Classification of Inventory

- Types of Inventory
- The ABC Inventory Classification
- Materials Specifications/ Cataloguing

Forecasting Demand and Lead Time

- Techniques of Forecasting:
 - Seasonal Demand
 - Moving Average
 - Exponential Smoothing
- Control of Lead Time

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Inventory Systems

- Inventory Costs
- The Max-Min System
- When and How Much to Order
- Controlling Safety Stocks
- How to Deal with Quantity Discounts

Day Five

Counting and Controlling Inventory

- Counting Methods and Accuracy
- Periodic and Cycle Counting

Reducing Inventory Investment

- Identification and Disposal of Surplus
- Just-In-Time (J.I.T.) Method

Measuring Inventory Management Performance

- Key Performance Indicators (KPIs) and Targets

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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