

€ TRAINING

Warehouse & Stores Management





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Introduction

Every logistics system must include warehousing because it serves as a crucial conduit between producers and consumers. There is pressure on the warehouse to fulfill its duties to a high standard in order to meet the expectations of the client, which is important for providing the appropriate level of customer care at the lowest cost. Warehousing has evolved over time from being a relatively modest component of the company's logistics system to one of its most crucial duties.

This engaging training event on warehouse and stores management aims to demonstrate how to use all of the crucial tools for efficient administration of storage and retail operations.

Course Objectives

At the end of this course, participants will be able to:

- Give examples of how to create warehouse procedures.
- Modify and enhance procedures
- Know ways to reduce excessive spending and activities
- Get more value for your money by providing better customer service
- an increase in internal productivity

Targeted Audience

- Those new to Managing Warehouses or Stores
- Those non-warehouse people who need to gain an awareness of the issues and key drivers of stock control operations
- Stock Professionals
- Warehouse Operatives and Supervisors
- Distribution Professionals

Course Outline

Unit 1: Layout Options

- Receiving Options
- Storage Options
- Picking / Assembly Options
- Dispatching Options
- Using the Floor and the Height Space
- Organising for Flow

Unit 2: Health and Safety

- Duty of Care
- Inspections and Risk Assessments-task Analysis
- Equipment Maintenance and Care

- Raising People's Awareness

Security and Loss

- Minimizing Internal Theft
- Minimizing External Theft
- Preventative measures will be briefly discussed

Productivity and Costs

- 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

Unit 3: Methods and Equipment

Equipment required for lifting, storing and moving equipment available for specific layout options, including:

- Loading Bays
- Selecting Fork Lift Trucks
- Selecting Racking
- Implications for Warehouse Layouts
- Operational Timings and Planning
- The Use of IT within the Warehouse

Unit 4: Service Levels

As warehouses are a link in the total process of satisfying customers, this session will also examine:

- Internal and External Customers
- Customer Service Measure
- Customer Service Sampling
- Effects of Substandard Service
- Minimising Errors

Warehouse Layouts and Productivity

- Different Types of Layout with Advantages and Disadvantages
- Planning for Flow in the Warehouse
- Calculations for Storage
- Calculations for throughput and Productivity
- Checklists to help on deciding the best option to take back to the participants' workplace

Unit 5: Product Classification & the role of Warehouse

- Why we need a warehouse?
- What functions they cover?
- How do they fit into the supply chain?
- The Balance between Sorting and Storing
- The Location and Capacity of Warehouses
- Supply / Demand Variables
- ABC Analysis or the 80/20 Rule
- Determining Product Handling Groups
- Throughputs and Product Formats