

Warehouse Operations

Level 2 Course Outline



Warehouse management is described as the process, control, and optimisation of warehouse operations from the entry of inventory into a warehouse or multiple warehouses until items are moved, sold, or consumed.

Poorly managed warehouses run into a host of problems, all of which impact profitability, e.g., disjointed teams and employees, inaccessible stock and equipment, counterintuitive and redundant processes and rigid layouts. None of this is good for business. If warehouse operations are not in order, it becomes nearly impossible to serve customers, vendors, and your organisation. This course will therefore cover all aspects on how to run a smart and effective warehouse, thereby optimising performance and productivity.

Inventory management is focused solely on the actual items being held within a warehouse. As a part of your supply chain, inventory management includes aspects such as controlling and overseeing purchases — from suppliers as well as customers — maintaining the storage of stock, controlling the amount of product for sale, and order fulfilment.

To differentiate clearly, Warehouse management, in contrast, is more concerned with the “journey” of individual items as they flow through the warehouse from receipt to shipment.

This course also takes a look at Green warehousing, which refers to making updates that reduce the amount of energy used, tapping in to sustainable energy sources and materials and reducing the amounts of non-recyclable waste created during warehouse operations.

This one-day course will teach participants to:

- Improve warehouse performance and practices.
- Demonstrate an understanding of measuring productivity in the warehouse.
- Describe what warehouse management systems are.
- Learn to plan a warehouse layout.
- Develop a logistics strategy.
- Show an understanding of inventory management and control.
- Understand inventory methods.
- Plan safety stock.
- Learn about green warehousing.

Course Overview

You will spend this session getting to know the course objectives and you will also have an opportunity to identify your personal learning objectives.

Improve Warehouse Performance

In this session, participants learn about improving warehouse performance and practices, specifically:

- Measuring warehouse productivity
- Benefits of labour measurement
- Issues with labour measurement
- Pre-engineered standards
- Setting goals to improve performance
- Maintaining performance and handling performance problems

Warehouse Management Systems

In this session, participants will be taught about the efficient control of material movement in the warehouse, i.e. a warehouse management system. They will also learn about successful implementation of a warehouse management system as well as the common mistakes that occur and the solutions.

Planning Warehouse Layout

In this session, participants will be taught the basics of planning a warehouse layout, specifically the following:

- Defining the objectives
- Collection of information
- Analysis of information
- Creating the plan
- Implementation of the plan and layout
- Post Implementation

Logistics Strategy

In this session, participants will get to know what is involved in developing a logistics strategy and the components of transportation, outsourcing, logistics systems, competitors and information

Inventory Management and Control

In this session, participants will get to know about inventory management control, and the reasons for inventory control.

Inventory Methods

In this session, participants will get to know about:

- Principle of inventory proportionality
- Continuous inventory
- Cycle counting

Safety Stock

In this session, participants will get to know about safety stock in the warehouse, specifically:

- Statistical based safety stock
- Fixed safety stock
- Time period based safety stock

Green Warehousing

In this session, participants will be introduced to green warehousing and the following topics specifically:

- The science of green
- Easy fixes
- Reduce, Reuse, Recycle

Course Wrap-Up

At the end of the day, participants will have an opportunity to ask questions and fill out a personal action plan.