



Warehouse and Stores Management  
Training Course





# Warehouse and Stores Management Training Course

## Introduction

This comprehensive warehouse and store management training course aims to provide an understanding of the inner workings and management of warehouses and stores. This warehouse and store management course is tailored for professionals who seek to enhance their skills and knowledge in warehouse and store management, providing them with the tools and insights needed to ensure efficient and cost-effective operations.

Warehouses and stores are often under-rated operations in organizations, yet they are essential in customer service. This warehouse and store management seminar aims to show how to implement all essential tools for managing warehousing and stores effectively.

This warehouse and store management course includes understanding warehouse management basics, leveraging warehouse management system training, and obtaining a certificate course in warehouse management for professionals looking to certify their expertise.

This warehouse and store management seminar serves as an introduction to warehouse management, providing the foundational knowledge and skills necessary to understand the complex nature of warehouse operations. The training is designed for individuals looking to establish a strong base in warehouse management basics, serving as an entry point to more specialized warehouse training programs.

By the end of this warehouse and store management seminar, participants will have a broader understanding of the operational aspects and be prepared for further warehouse management system courses and potential warehouse certification. It represents an investment in your professional growth in warehousing and store management.

## The Warehouse Training and Performance

Within this course lie the key elements that govern effective training and performance in a warehouse setting. The warehouse training and performance unit focuses on implementing practices that optimize productivity and efficiency.

This warehouse and store management course represents an important stepping stone for those aspiring to achieve warehouse certification, providing the insights and foundational skills for a competent warehouse professional.

Whether attending and participating in in-store management training programs, our course will meet your professional training needs and help prepare you for the challenges and opportunities in warehouse and store management. As a part of our commitment to professional development, we guide participants through gaining a warehouse management certificate, confirming their expertise and proficiency in managing warehouse operations.

This segment will explore the pathways to warehouse management system certification, ensuring that participants can showcase their certified skills to employers and stakeholders upon successful completion. This comprehensive course strives to equip professionals with a robust skill set, providing a competitive edge through recognized warehouse management certification.

## Targeted Groups

- Warehouse managers.
- Stores managers.
- Procurement professionals.
- Supply chain professionals.

## Course Objectives

At the end of this warehouse and store management course, the participants will be able to:

- Evaluate procedures.
- Change and improve methods.
- Eliminate wasteful activities/costs.
- Avoid all those internal problems that limit performance.
- Obtain added value for money.
- Improve customer service.

## Targeted Competencies

- Warehouse operations analysis.
- Productivity improvements.
- Equipment selection and maintenance.
- Conducting safe operations.
- Reducing costs and improving service levels.
- Using a framework for continual improvement.

## Course Content

### Unit 1: The Role of the Warehouse

- Why do we need a warehouse?
- What functions do they cover?
- How do they fit into the supply chain?
- The balance between sorting and storing.
- 12 initial questions to ask about warehousing activity.

### Unit 2: Product Classification

- Supply/demand variables.
- ABC analysis or the 80/20 rule.
- Determining product handling groups.
- Throughputs and product formats.

### **Unit 3: Layout Options**

- Receiving options.
- Storage options.
- Picking/assembly options.
- Dispatching options.
- Using the floor and the height space.
- Organizing for flow.

### **Unit 4: Methods and Equipment**

- Warehouse structures.
- Loading bays.
- Selecting forklift trucks.
- Selecting racking.
- Implications for warehouse layouts.
- Operational timings and planning.

### **Unit 5: Health and Safety**

- Duty of care.
- Inspections and risk assessment analysis.
- Equipment maintenance and care.
- Raising people's awareness.

### **Unit 6: Security and Loss**

- Minimizing internal theft.
- Minimizing external theft.
- Preventative measures will be briefly discussed.

### **Unit 7: Productivity and Costs**

- Fixed and variable costs.
- Typical costs involved.
- A model for understanding the roles of productivity, utilization, and performance.
- Setting productivity and cost targets.
- The importance of having measurements and key indications of performance.

### **Unit 8: Service Levels**

- Internal and external customers.
- The three key customer service measures.
- Customer service sampling.
- Effects of substandard service.
- Minimizing errors.

### **Unit 9: Warehouse Layout**

- Different types of layouts have advantages and disadvantages.
- Planning for flow in the warehouse.
- Checklists to help in deciding the best option.