



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



Advanced Warehouse Operations & Management



International Association
for Health and Occupational Safety
and the Environment



Course Introduction:

This course has been specifically designed to develop the competency of personnel in the warehouse, inventory, and logistics functions of an organization by improving their skills, knowledge, and understanding. Productive management of the warehouse and inventory control function is essential to the dynamic support of an organization's operations, they are vital to providing excellent customer service.

Course Objectives:

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

- Learn to Improve Performance in the Stores Function.
- Consider How to Utilize the Most Modern Inventory Techniques.
- Develop their skills in Managing Stores and Inventory Personnel.
- Master Techniques for Dealing with Operational Challenges.
- Plan for Export and Import Logistics.

Who Should Attend?

The course is designed for the Middle Management and Stores Assistants who are engaged in Stores Function in the Public & Private Sector Organizations. Also school leavers who are interested in Stores Management may apply to gain the basic knowledge of same to follow the advance courses

Course Outline:

Day 1

The Principles of Warehouse Operation

- Functions of a Modern Warehouse.
- Where Warehouses Fit in the Supply Chain.
- Streamlining the Flow of Material.
- Utilizing Warehouse Management Systems.
- Measuring Warehouse Performance.
- Effective Utilization of Bar Coding.
- Employing the Latest Technology.

Day 2

Organizing the Warehouse for Flow

Layout Options

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

Methods and Equipment

- Selecting Fork Lift Trucks.
- Selecting Racking.
- Warehouse Structures.
- Loading Bays.
- Implications for Warehouse Layouts.
- Operational Timings and Planning.

Day 3

Managing the Spares and Inventory Control Function

- The Function of Stock and Spares.
- Utilizing Consignment Inventory.
- Moving to Supplier Managed Inventory.
- Lessons from the Japanese - Just in Time Inventory.
- Reducing Excess and Obsolete Inventory.
- Measuring Inventory Management Performance.

Day 4

Inventory, Analysis, and Product Classification

- Effective Strategies for Inventory Management.
- Inventory Accuracy and Control.
- Handling WIP (Work-In-Progress) Inventory.
- Three-dimensional Inventory Classification and Segmentation (ABC).
- Using Inventory Classification to Drive Efficiency.
- Replenishment Methods and Strategies.

Day 5

Export and Import Logistics Management

- Managing the Export and Import Function.
- Using Tools for Export.

- Customs.
- Understanding Export Customers' Requirements.
- Consideration of Lead Time in Imports.
- Methods of Transport.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation



Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session