



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



WM 243

ADVANCED WAREHOUSE, STORE & Material Management



ACTVET
Abu Dhabi Centre for
Technical and Vocational
Education and Training
مركز أبوظبي
التعليم والتدريب
التقني والمهني

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EFQM
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Course Introduction:

The course participants will learn the fundamentals principles of the physical management of stock, why companies hold stock, how they acquire it and how they control and distribute it efficiently. They will gain an understanding of how warehouse and distribution operation work and they are managed efficiently. They will also gain sufficient knowledge to allow them to develop solutions to problems in their own working environment.

Course Objectives:

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

- Establish warehouse and distribution objectives
- Analyze a stock list
- Select appropriate work methods
- Select the appropriate type of equipment
- Create a warehouse layout
- Calculate labour and equipment requirements
- Cost proposed operation
- Identify information for control purposes
- Create a transport schedule
- Calculate labour and equipment requirements
- Analyze and cost operations
- Determine a budget to support operational activity
- Identify the legal responsibility for health & safety and for transport operations
- Create a loss prevention policy

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

Warehousing function

- How many warehouses

- Distribution function

Day 2

Warehouse Site Selection and Layout

- Principles of site selection
- Distribution table
- Estate selection
- Site selection
- Principles of warehouse layout
- Warehouse areas
- External storage
- Site layout

Day 3

MHSE (Mechanical Handling & Storage Equipment)

- Types of storage equipment
- Live racking
- Mobile racking
- Automatic warehousing
- Location numbering systems
- Picking paths
- Storage strategy
- Principles of MHE
- Motive power
- MHE and computers
- Choosing MHE
- Types of MHE

Day 4

Warehouse Procedures

- Receipts process
- Picking process
- Despatch process
- Housekeeping
- Stocktaking

Day 5

Health, Safety and Security

- Health, Safety and Hygiene

- Threat assessment
- Security precautions
- Disaster planning

Distribution Management

- Responsibilities
- Transport Methods
- Vehicle Selection
- Vehicle acquisition and replacement
- Vehicle operations
- Module 7: Distribution Planning and Performance
- Schedule Services
- Route Planning
- Type of cargo
- Monitoring Customer Service and Performance

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

