



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



WM 247

ADVANCED STORES Management



ACTVET
Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
للتعليم والتدريب
التقني والمهني

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INSTITUTE
Authorized Innovation Provider®

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International Association
for Health and Occupational Safety
and the Environment

EFQM
Member



Course Introduction:

This course offers a general introduction to the roles expected by anyone in a storekeeping position. The different stores operations are explained in detail to better appreciate the position of a storekeeper in the company operations. This course upon the previous course in that it focuses more on actual case studies and how to better improve performance.

Course Objectives:

The course will examine the fundamental areas of practical management and relates them to a store environment as well as considering particular elements essential to the management of inventory.

Who Should Attend?

This course is recommended for storekeepers, warehouse managers and warehouse supervisors who wish to enhance their current skills in managing stores and warehouse.

Course Outline:

Day 1:

Warehouse and Distribution

- Warehouse Function
- How many Warehouses?
- The Distribution Function
- Warehouse Processes: Receipts, Picking and Dispatch

Day 2:

Stock Control and Warehouse Processes

- Setting order levels
- Stocks Rotation and Adjustments
- Meeting customer orders
- Housekeeping
- Stock Taking

Day 3:

Health and Safety in Stores Methods and Equipment

- Warehouse structures
- Loading bays

- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

Health, Safety & Security

- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising people's awareness

Day 4:

Managing and Controlling Operations

- Controlling operations
- Planning operations
- Performance measurement
- Financial planning

Day 5:

Effective Warehouse Supervision

- Warehouse supervision cycle
- Objectives, accountabilities and responsibilities
- Warehouse Space utilization
- Calculating Space Requirements
- Warehouse Layout
- Warehouse Operations
- Equipment
- Changing Existing Warehouse Layouts

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

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

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