



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



WM 262

EFFECTIVE WAREHOUSE Management



ACTVET
Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
للتعليم والتدريب
التقني والمهني

GInI GLOBAL
INNOVATION
INSTITUTE
Authorized Innovation Provider®

PMI Project
Management
Institute
Registered
Education
Provider



International Association
for Health and Occupational Safety
and the Environment

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Course Introduction:

This course is designed for junior and middle managers who are responsible for warehouse and distribution planning and management.

This training programmed is designed to give each participant a good foundation understanding of this area of operation and the opportunity to increase the knowledge to contribute to the participant's current role.

Course Objectives:

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 also gain sufficient knowledge to allow them to develop solutions to problems in their own working environment.

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 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?

- Contracts, Purchasing, and Procurement personnel
- Project, Engineering, Operational, and Maintenance, personnel who are involved in the planning, and execution of purchases and contracts

- All involved in the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

Course Outline:

- Introduction to Warehouse Management
- Principles of Warehouse Management
- Information Technology in Logistics Management
- Essentials of Operations Management
- Transport and distribution
- What Is Total Logistics
- Why Inventory Management
- International Trade and Shipping
- Essentials of Customer Service
- Links to Supply Chain Management

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 Certificate:

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

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

