



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



WM 269

MODERN TRENDS IN PURCHASING And Warehouse/Stores Management



ACTVET
Ribu 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

EFQM
Member



Course Introduction:

The program addressed the concept, importance and goals of warehouse and stores management, warehouse control and assessment, among other topics.

Course Objectives:

By the end of the program, participants will be able to:

- Maximize user service and provide fast and accurate issuing.
- Plan and control the warehousing operation to minimize the operational costs.
- Guarantee safety to the warehouse personnel and facilities.
- Plan to develop the warehouse personnel.
- Plan to deal and work with the problems and constraints related to warehousing management in the Arab World.

Who Should Attend?

Those involved in warehousing store activities, both at the operational and supervisory levels. The program is also appropriate for anyone interested to know more about the interaction between warehousing and other materials management functions - purchasing, inventory control and distribution.

Course Outline:

Introduction to Warehousing Management

- Objectives and Functions of Warehousing Management
- Problems in Warehousing in the Arab World
- Usages of Computers in the Warehouse

Inventory and the Supply Chain

- Inventory management definition
- Types of stock
- Demand amplifications
- Demand replenishment in networks
- Managing the flows
- Type I and II supply chains
- The Supply Chain Rules

- Inventory and statistics
- Concept of service level

Inventory Classification and Inventory Record Accuracy

- The ABC Classification
- Uses of the ABC Classification

Inventory Record Accuracy

- Periodic and Cycle Counting
- Systems and Methodology of Counting

Organizing the Storage and Material Handling

- Layout of the Warehouse
- Storage Utilization and Organization
- Stock Location
- Fixed Versus Random Location
- Material Handling Equipment
- How to Improve the Receiving/ Issuing Material Handling Operations

Safety in the Warehouse

- Housekeeping and Safety in a Warehousing Environment
- Safety Hazards
- Unsafe Acts and Conditions
- Planning for Safety

Dealing with People-related Warehousing Problems

- Staff Management
- Corrective Guidance

Productivity in the Warehouse

- Definition of Productivity
- Causes of Lost Time
- Warehousing Management through Performance Analysis KPIs

Audit of a Warehouse

- Objectives of the Warehouse Audit
- Periodic and Intermittent Audits
- Components of the Audit
- Steps to Follow Before, During and After the Audit

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