



MAESTRO
CONSULTANTS

WAREHOUSE STORES MANAGEMENT

COURSE OUTLINE 2020

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TRAINING TITLE

WAREHOUSE STORES MANAGEMENT

VENUE

Dubai, UAE

DURATION

5 Days

DATES

06 - 10 December 2020

PRICE

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet.

TRAINING INTRODUCTION

This intensive and practical training on warehouse operations and inventory management will help you stay in touch with the most important new concepts in the warehousing/distribution field, allowing you to respond to the ever-changing operational demands created by an ever-expanding global market.

TRAINING OBJECTIVES

- How to select an inventory control method that best suits your inventory management goals
- How to identify the precise problems that are most troublesome in your warehouse
- Cost-cutting, productivity improvement, inventory reduction, and cost-effective measures for your warehouse
- The most important concepts in the warehousing/distribution field today and its emerging role
- How to layout your warehouse for good space utilization, material handling compatibility, and optimum efficiency
- Which equipment best suits your particular operations for storage and handling
- Practical techniques for improving your day-to-day warehouse operations
- How to develop a balance between warehouse service level and your customers' needs

How to conduct a physical inventory and a cycle count

TRAINING AUDIENCE

Store, shipping supervisors, Managers, supervisors, and data processing personnel interested in increasing the efficiency of warehouse layouts, systems, and operations

TRAINING OUTLINE

Day 1

Introduction to Warehousing Management

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

Inventory Classification and Inventory Record Accuracy

- The ABC Classification
- Uses of the ABC Classification
- Periodic and Cycle Counting
- Systems and Methodology of Counting

Day 2

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

Day 3

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

Day 4

Introduction to Inventory Management

- Objectives and Responsibilities of Inventory Management
- Customer Service in Inventory Management
- Inventory Management in the Arab World

Description and Classification of Inventory

- Types of Inventory
- The ABC Inventory Classification
- Materials Specifications/ Cataloguing

Forecasting Demand and Lead Time

- Techniques of Forecasting:
- Seasonal Demand
- Moving Average
- Exponential Smoothing
- Control of Lead Time

Inventory Systems

- Inventory Costs
- The Max-Min System
- When and How Much to Order
- Controlling Safety Stocks
- How to Deal with Quantity Discounts

Day 5

Counting and Controlling Inventory

- Counting Methods and Accuracy
- Periodic and Cycle Counting

Reducing Inventory Investment

- Identification and Disposal of Surplus
- Just-In-Time (J.I.T.) Method

Measuring Inventory Management Performance

- Key Performance Indicators (KPIs) and Targets

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.