



Asia Masters Center

Warehouse & Stores Management



Warehouse & Stores Management

Course Objective

- Explain how to design warehouse procedures
- Change and improve methods
- Understand how wasteful activities/costs can be eliminated
- Obtain added value for money with improved customer service
- Improve internal productivity

Target Audience

- This course will mainly benefit to purchasing managers, senior buyers, project managers, civil engineers, construction managers, contractors, sub-contractors, site engineers, senior management, and government agencies, architects, construction professionals, and anyone responsible for purchasing at a senior level who seeks to enhance their skills further.



Course Outline

➤ **Day 1**

- The Role of the Warehouse & Product Classification
- Why we need a warehouse
- What functions they cover
- How do they fit into the supply chain
- The balance between sorting and storing
- The location and capacity of warehouses
- Supply/demand variables
- ABC Analysis or the 80/20 rule
- Determining product handling groups
- Throughputs and product formats

➤ **Day 2**

- Layout Options, Methods and Equipment
- Receiving options
- Storage options
- Picking/assembly options
- Dispatching options
- Using the floor and the height space
- Organizing for flow
- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning
- The use of IT within the warehouse

➤ **Day 3**

- Health, Safety, Security and Loss
- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Raising people's awareness
- Minimizing internal theft
- Minimizing external theft
- Preventative measures will be briefly discussed

➤ **Day 4**

- Productivity, Costs, and Service Levels
- Fixed and variable costs
- Typical costs involved
- A model for understanding the roles of productivity, utilisation, and performance
- Setting productivity and cost targets
- The importance of having measurements and key indications of performance
- Internal and external customers
- Customer service measure
- Customer service sampling
- Effects of substandard service
- Minimising errors



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➤ **Day 5**

- Warehouse Layouts and Productivity
- Different types of layout with advantages and disadvantages
- Planning for flow in the warehouse
- Calculations for storage
- Calculations for throughput and productivity
- Checklists to help on deciding the best option to take back to the participants' workplace

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null