



LM060: Advanced Warehouse, Stores & Material Management

Training Description:

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 gain an understanding of how warehouse and distribution operation work and they are managed efficiently. They will also gain sufficient knowledge to allow them to develop solutions to problems in their own working environment.

Training Objectives:

By the end of the training, 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 a 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

Training Designed for:

This course is intended for the Middle Management and Stores Assistants who are engaged in Stores Function in the Public & Private Sector Organizations. Also, school leavers who are interested in Stores Management may apply to gain the basic knowledge of same to follow the advance courses.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Pre-Test
- ❖ Warehousing Function
 - How many warehouses
 - Distribution function

❖ Warehouse Site Selection and Layout

- Principles of site selection
- Distribution table
- Estate selection
- Site selection
- Principles of warehouse layout
- Warehouse areas
- External storage
- Site layout

DAY TWO:

❖ MHSE (Mechanical Handling & Storage Equipment)

- Types of storage equipment
- Live racking
- Mobile racking
- Automatic warehousing
- Location numbering systems
- Picking paths
- Storage strategy
- Principles of MHE
- Motive power
- MHE and computers
- Choosing MHE
- Types of MHE

DAY THREE:

❖ Warehouse Procedures

- Receipts process
- Picking process
- Dispatch process
- Housekeeping
- Stocktaking

DAY FOUR:

❖ Health, Safety and Security

- Health, Safety and Hygiene
- Threat assessment
- Security precautions
- Disaster planning

DAY FIVE:

❖ Distribution Management

- Responsibilities
- Transport Methods
- Vehicle Selection

- Vehicle acquisition and replacement
- Vehicle operations
- Module 7: Distribution Planning and Performance
- Schedule Services
- Route Planning
- Type of cargo
- Monitoring Customer Service and Performance
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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