



COURSE OVERVIEW LM0299 Warehouse Operations & Management

Course Title

Warehouse Operations & Management

Course Date/Venue

December 15-19, 2024/Sharja Meeting Room, Khalidia Palace Hotel Dubai by Mourouj Gloria, Dubai, UAE

Course Reference

LM0299

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



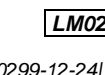
This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



Recent competitive trends have been pushing companies to reconsider the impact and importance of increasing equipment availability, utilization and resource utilization, and increasing quality and responsiveness of supply services in achieving World Class Status to meet world competition.



Warehouse operations continue to play a critical role in assuring high levels of customer service and overall logistics performance. Efficient warehouse operation can minimize the effects of supply chain inefficiencies; can improve logistics accuracy and inventory management; and can allow for product accumulation, consolidation, and customization.





This course is designed to provide participants with an up-to-date overview of the effective warehouse operation. It provides a useful approach to reducing operating costs, enhancing inventory control, increasing profits, improving customer satisfaction, and controlling assets through efficient warehouse operations. In addition, the course fully examines and evaluates the array of practices, methods, equipment applications, and current technology that contribute to the effective operation of warehouse.

The comprehensive course will show you how to initiate and sustain a process of inventory and warehouse performance improvement; a process in which spare parts availability is recognized as critical to the overall production strategy by which your plant provides the product to the customer at a quality he wants and a price they are willing to pay.

The course is devoted to helping you understand how to improve performance through more effective measurement systems. Here's a road map to get you from where you are to where you need to be! Here are some practical guidelines, tools, and techniques that will enable you to develop consistent, useful, and relevant measures of performance as they strive for 'world class' status.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on effective warehouse operation
- Discuss and innovate warehouse operation
- Illustrate warehouse design, space optimization and lean warehousing
- Carryout inventory control and list spare parts
- Employ value-added process and inventory optimization
- Identify equipment spares and apply spares demand planning and storeroom procedures
- Implement material cataloguing, warehouse automation and bar coding
- Perform RFID automation from bar codes to smart labels
- Automate RFID tags and identify the active and passive tags, tag construction and frequencies, tag classes and tag simulation process, tag selection and placement
- Recognize computerized inventory management systems and engineering materials as well as apply warehouse best practices

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.



Who Should Attend


This course provides an overview of all significant aspects and considerations of effective warehouse operation for storeroom managers, senior warehouse officers, senior warehouse supervisors, warehouse supervisors, store keepers, inventory control staff, CMMS professionals, maintenance planners, maintenance supervisors, IT professionals, operations managers, manufacturing, and export and import managers.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Pan Kidis, MBA, BSc, is a **Senior Logistics & Management Consultant** with over **30 years** of extensive experience in **Logistics & Transportation Planning** Methods, **Forecasting Logistics Demands**, **Visual Network Model**, **Logistics Operations**, **Strategic Transport Planning**, **Transport System**, **Fleet Planning**, **Routing & Scheduling**, **Transport Cost Concepts & Elements**, **Costing Vehicles & Trips**, **Tariff Fixing**, **Supply Chain & Operations Management**, **Logistics & Production Planning**, **Cost Reduction Techniques**, **Inventory Management**, **Business Analysis**, **Risk Management**, **Production Management**, **Warehouse Management**, **Production Planning**, **Material Requirement Planning**, **Budgeting**, **Production & Shop Floor Scheduling**, **Cost Analysis**, **Database Design & Implementation**, **Business Administration**, **Production Data Acquisition & Analysis**, **Industrial Logistics**, **Process Improvement**, **Team Leadership & Training**, **Textile Manufacturing**, **Staff Reduction**, **Warehouse and Shipping**. Further, he is also **Material Cataloguing**, **Specifications**, **Handling & Storage**, **Material Cataloguing Management**, well-versed in **Cash Flow Management**, **Decision Making Techniques**, **Production Planning & Scheduling**, **Production & Product Inventory Control**, **Inventory Analysis Tools**, **Stock Management Techniques**, **Material Handling**, **Process Improvement & Equipment Selection**, **Costing & Budgeting**, **Wastewater Treatment Plant Monitoring & Control**, **Volume Tank Measurements**, **Data Acquisition and Energy Conservation**. He is currently the **Business Analyst** of **Diasfalis Ltd.** wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager**, **Production Planning & Logistics Manager**, **Purchasing Office Manager**, **Project Manager**, **Assistant Dyeing Manager**, **Production Supervisor**, **Production Coordinator** and **Design & Analysis Intern** for various international companies such as the **Hellenic Fabrics**, **AKZO Chemicals Ltd.** and **EKO Refinery** and **Greek Navy Force**.

Mr. Kidis has a **Master** degree in **Business Administration** from the **University of Kent, UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki, Greece**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes **H-STK®** (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.





Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course director(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 15th of December 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Warehouse Operations Warehouse Objectives • Warehouse Definitions & Operational Responsibilities • Maintenance, Sanitation and Security Activities • On-Schedule & Accurate Performance of Warehouse, Distribution and Transportation Activities
0930 – 0945	Break
0945 – 1100	Innovating Warehouse Operation Receiving and Putaway Principles • Pallet Storage and Retrieval Systems • Case Picking Systems • Small Item Picking Systems • Order Picking Operations • Unitizing and Shipping
1100 – 1230	Warehouse Design Purpose of the Facility • The Design Volume Level • Determining Facility Size • Warehouse and Distribution Activities • Facility Layout Is a Complex Project • Facility Layout Objectives • Computer Simulation
1230 – 1245	Break
1245 – 1420	Warehouse Space Optimization Space Requirements Planning: Determine the Overall Space Requirements for all Warehouse Processes • Material Flow Planning: Specify a U-Shape, Straight-thru, or Modular Overall Flow Design
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 16th of December 2024

0730 – 0930	Lean Warehousing Adjacency Planning: Locate Functions with High Adjacency Requirements Close to One Another • Process Location: Assign Process with High Storage Requirements to High-Bay Space, and Labor Intensive Processes in low Bay Space
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0930 – 0945	Break
0945 – 1100	Lean Warehousing (cont'd) Expansion/ Contraction Planning: Document Expansion and Contraction Strategies for Each Warehouse Process • Lean Warehousing • Six Sigma • Lean Method & Implementation
1100 – 1230	Inventory Control Perpetual Inventory • Variations on the Perpetual • Inventory Method • Cycle Counts • Annual Inventory
1230 – 1245	Break
1245- 1420	Spare Parts Lists Plant Hierarchy • Preparation & Maintenance of Part Lists • Parts List Standard
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Tuesday, 17th of December 2024

0730 – 0930	Basics of Value-Added Process Controlling the Value in the Storeroom
0930 – 0945	Break
0945 – 1100	Inventory Optimization Stock Level Establishment • Min-Max Stocks Lead Time Delivery
1100 – 1230	Equipment Spares Identification Follow-Up & Closure Equipment Types • Spares Identification • Stock Level • Criticality
1230 – 1245	Break
1245- 1420	Spares Demand Planning Equipment Reliability • Spares Demand Planning • Supply Chain Management
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 18th of December 2024

0730 – 0930	Storeroom Procedures Primary ID • Store Stock Catalogue • Part Descriptions • Adequate Information on Every Potential Item • Store Stock Numbering • Everything Identified All
0930 – 0945	Break
0945 – 1100	Material Cataloguing Describing the Part • Other Uses of the Description • A Case for Descriptive Item Numbers • Hierarchal Systems • Stock Index for ID • Inventory Classification • Location Codes • Stock Number of Bin Location • Bill of Materials (BOM) • Consignment Inventory • Rebuilt Parts • Used Parts





1100 – 1230	Warehouse Automation & Bar Coding Bar Code Readers • Bar Code Systems • Bar Code Printing • Moving to Bar Codes • Bar Code Support Suppliers
1230 – 1245	Break
1245- 1420	From Bar Codes to Smart Labels (RFID)- Automation Label Certification • Encoding, Printing & Validating Smart Labels • Readers & Printers • Building Blocks of an RFID Reader • Logical Components of an RFID Reader • Building Blocks of RFID Printers • Types of Readers • Trends & Possibilities
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 19th of December 2024

0730 – 0930	RFID Tags- Automation Tag Types (Active and Passive Tags) • Data Carrying Options • Tag Construction • Tag Frequencies • Passive Tag Communication • Tag Classes • Tag Simulation Process • Tag Selection & Placement
0930 – 0945	Break
0945 – 1100	Computerized Inventory Management Systems Building Blocks • Canned Report Generator • Ad-Hoc Report Generator • Data Mining Tools • Report Mining Tools
1100 – 1230	Engineering Materials Overview Iron & Steel • Alloy Steels • Cast Iron • Copper & its Alloys • Aluminum & its Alloys • Other Non-ferrous Metals & Alloys • Plastic Materials & Rubbers • Ceramics • Glasses • Composite Materials • Fibre-reinforced Composite Materials
1230 – 1245	Break
1245- 1345	Warehouse Best Practices Using Tools for Export • Understanding Export Customers' Requirements • Methods of Transport • Open Items • Change Issues • Implementation Issues • Implementation Model • Next Steps - What Do We Focus on Next?
1345 – 1400	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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