

## **DAY 1**

### **The Role of the Warehouse**

- 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

### **Product Classification**

- Supply / Demand Variables
- ABC Analysis or the 80/20 Rule
- Determining Product Handling Groups
- Throughputs and Product Formats

## **DAY 2**

### **Layout Options**

- Receiving Options
- Storage Options
- Picking / Assembly Options
- Dispatching Options
- Using the Floor and the Height Space
- Organising for Flow

### **Methods and Equipment**

Equipment required for lifting, storing and moving equipment available for specific layout options, including:

- 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 and Safety**

- Duty of Care
- Inspections and Risk Assessments-task Analysis
- Equipment Maintenance and Care
- Raising People's Awareness

### **Security and Loss**

- Minimizing Internal Theft
- Minimizing External Theft
- Preventative measures will be briefly discussed

## **DAY 4**

### **Productivity and Costs**

- 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

### **Service Levels**

As warehouses are a link in the total process of satisfying customers, this session will also examine:

- Internal and External Customers
- Customer Service Measure
- Customer Service Sampling
- Effects of Substandard Service
- Minimising Errors

## **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