



EFFECTIVE WAREHOUSE AND INVENTORY MANAGEMENT

INTRODUCTION:

This module offers a comprehensive overview of Warehouse Management as a business philosophy and a corporate strategy to Drive or turn-around the business. The inventory a business owns represents tied up in products until the inventory is sold. Since inventory is a large part of the total investment of a business, well-managed and controlled inventories increase the profits of a business. It includes a study of Warehouse and Inventory Management, a thorough discussion of its scope, and its strategic role in business and economy today. It aims to aid the participant to understand some issues involved when applying strategies concerning supplies and other activities that correlates with it such as with purchasing, manufacturing, physical distribution and marketing management.

OBJECTIVES UPON COMPLETION:

- Describe Important Elements of Logistics and Warehouse Planning
- Adopt an efficient way to reduce inventories
- Improve Management of Warehouses
- Understand and Maximize Efficiency of Procurement Process
- Learn the doctrine of competitiveness;
- Minimize Inventory Investment
- Maximize Profit

COURSE OUTLINE

Module 1 – Warehouse Management

- Warehousing Definition
- Warehouse Functions
- Storage Functions

- Good Storage Practices
- Relation to Logistics
- Elements of Warehouse Management

Module 2 – Stock Management & Inventory Control

- Receiving & Inspection of Items
- Receiving Process
- Inventory Validation: What does the Inventory Says
- Storage and Stock Control
- Types of Inventory System: Forecasting, Control & Design Systems
- Inventory Formulas
- Maintaining Inventory Accuracy

Module 3– Warehouse Documentations

- Types of Documents
- Control of Documents
- Efficient Records Keeping


Module 4 – Costs of Warehousing

- Holding and Carrying Costs
- Inventory Costs
- Warehouse Management Principles
- Warehouse Accounting & Systems

Module 5: Setting up The Warehouse

- Locations
- Setting up the warehouse
- Warehouse system set up
- Warehouse Design and Layout
- Warehouse Personnel
- Warehouse Best Practice

Module 6: Types of Warehouse and Uses

- Stock Clerk
 - Checkers and Shipping Receivers
 - Record Clerks
 - Warehouse Supervisor
 - Warehouse Manager
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Module 7: 5s Application

- Importance
- 5S Guidelines
- 5S Checklist
- General principles

*** Please bring a calculator & possibly prepare a list of Inventory available at your warehouses.**

For further information, you may visit our website at www.ilearnph.com. You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through admin@ilearnph.com

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