

SSM 02 – EFFECTIVE STOREKEEPING SKILLS

This course offers a general introduction to the roles expected by anyone in a storekeeping position. The different stores operations are explained in detail to better appreciate the position of a storekeeper in the company operations. This course builds upon the previous course in that it focuses more on actual case studies and how to better improve performance.

WHO SHOULD ATTEND?

This course is recommended for storekeepers, warehouse managers and warehouse supervisors who wish to enhance their current skills in managing stores and warehouses.

COURSE CONTENTS

Session 1 – Introduction

- Different types of supply-chain
- Supply-Chain Elements
- Basic Communication Concepts
- Business Communication Patterns

Session 2 – Warehousing and Distribution

- Warehouse Functions
- How many Warehouses?
- The Distribution Function
- Warehouse Processes: Receipts, Picking and Dispatch

Session 3 – Stock Control and Warehouse Processes

- Setting order levels
- Stock Rotation and Adjustments
- Meeting customer orders
- Housekeeping
- Stock Taking

Session 4 – Health and Safety in Stores

Methods and Equipment

- Warehouse structures
- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

Health, Safety & Security

- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising people's awareness

Session 5 – Managing and Controlling Operations

- Controlling operations
- Planning operations
- Performance measurement
- Financial planning