

## **SSM 56 - WAREHOUSE SUPERVISOR ROLES**

The course participants will learn the fundamentals roles of any successful warehouse manager and supervisor. They will gain an understanding of how warehouse and distribution operations are managed efficiently. They will also gain sufficient knowledge to allow them to develop solutions to problems in their own working environment.

### ***WHO SHOULD ATTEND?***

This course is designed for junior and middle managers and/or supervisors who are responsible for warehouse and distribution planning and management. This training programme is designed to give each participant a good foundation understanding of this area of operation and the opportunity to increase the knowledge to contribute to the participant's current role.

### ***COURSE CONTENTS***

#### **Session 1 – The Daily Schedule**

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- Determining Inventory Levels
- Scheduling Shipments
- Scheduling Receipts into the Warehouse
- Daily Movements (R-S-S-D)
- Cost-Effective Warehouse Management
- Resource Planning: planned throughput, standards and available resources

#### **Session 2 – Warehouse Operations**

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- Minimize costs and reaching the desired service
- Handling
- Space
- Location of stock and equipment
- Warehouse Layouts
- Equipment used

### **Session 3 – Operations Analysis**

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- Operating Performance
- Cost Performance
- Utilisation
- Productivity
- Forecasting for Annual Budgets: volume and cost assumptions

### **Session 4 – Suggestions for Better Planning**

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- Storage Modules
- Area and cube availability and constraints
- Aisles and turning areas
- Collection points
- Administration and service areas
- Storage utilisation factors
- Two and three dimensional models

### **Session 5 – Planning Checklist for Improved Performance**

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- Eliminate moves where possible
- Straighten and shorten moves
- Have as few stops as possible
- Pre-position for next operations before depositing material
- Aisle space is as important as storage space
- Combine or eliminate operations
- Move people rather than materials