



**14 hours LIVE ONLINE Program**

**LIVE ZOOM TRAINING**

**2 Dec 2024 (Mon) | 9am - 5pm**

**3 Dec 2024 (Tue) | 9am - 5pm**

# Effective Warehouse Operation and Inventory Management (Pengurusan Gudang dan Inventori yang berkesan ) - MALAY VERSION-

## Overview:

The demand on warehousing efficiency is one of the key toward any company overall operational efficiency as this particular area of a company operation is accounted for the biggest asset management and poor managing control will result in financial leakages.

This 2 days training program is to bring awareness, knowledge, and technique of warehouse and inventory management to warehouse and store employees in order to meet the challenging demand of businesses to stay ahead of competition.

In this program, participants will learn the key principal and technique of warehousing, inventory management, and focus more toward the important key elements of effective warehousing and inventory management.

## Training Methodology:

This training will involve the following area to enhance learning:

- 14 hours training program over 2 days or 4 days x 3.5 hours per day online learning via Zoom or Microsoft Team with client license or training provider license
- Power point presentation in Bahasa Melayu and English
- Case studies / Brain storming session
- Discussion on subject of learning
- Facilitating by trainer to enhance understanding of subject matter
- Bilingual Notes will be provided (BM and English)

## Learning Outcome:

By the end of the 2-day interactive session, the learning curve achieve will enable the following:-

- a) **IDENTIFY** current internal strength and weakness of the warehouse operation
- b) **DEVELOPED** an appropriate warehousing action plan to improve on the current level of operation
- c) **UNDERSTAND** the current warehouse and inventory risk and **DECIDE** on appropriate action plan to **ELIMINATE** the risk
- d) **DEVELOPED** skills and technique in managing inventory with the objective of reducing the inventory level
- e) **UNDERSTAND** important of inventory management and using the right tool to manage inventory based on activity
- f) **IDENTIFY** key issue with inventory accuracy and stock level and reduce or eliminate the problem
- g) **UNDERSTAND** the concept of 6S
- h) **DEVELOPED** the most effective layout for the warehouse
- i) **UNDERSTAND** the importance of location system and type of location system to deploy for most efficient operation
- j) **APPLY** the knowledge to job function

## Who Must Attend:

This training program is highly recommended for employees involve in warehousing & store operation and employees in other department, which has related cross-functional relationship, for example, purchasing, production, and logistics departments.

## COURSE CONTENT

Modules	Topic Covered in Module	Participants Learning Objectives
1	<b>Warehouse and Inventory Management Role and Objective</b> <ul style="list-style-type: none"> <li>• Role of Stores and Warehouses in Business Operation</li> <li>• Key Function and Objectives of Warehousing</li> <li>• Key Principal of Warehouse and Inventory Management</li> <li>• Public Warehouse</li> <li>• Public Bonded Warehouse</li> <li>• Private Bonded Warehouse</li> <li>• Distribution Centre Warehouse</li> </ul>	Participants to be aware and understand the real objective and purpose of a warehouse, and store operation.
2	<b>Warehouse and Inventory Operational Best Practices</b> <ul style="list-style-type: none"> <li>• Best Practices for Receiving</li> <li>• Best Practices for Issuing</li> <li>• Stock Quarantine procedure</li> <li>• Stock Preservation procedure</li> <li>• Putaway</li> <li>• Inventory Picking system</li> <li>• Managing Cross docking</li> </ul>	Participants will get to know what are the best practices of each of the key operational process.
3	<b>Putaway, Picking and Cross Docking Management</b> <ul style="list-style-type: none"> <li>• Putaway</li> <li>• Inventory Picking system</li> <li>• Managing Cross docking</li> </ul>	Understanding the important of implementing effective putaway, picking and cross docking system in the warehouse
4	<b>Warehouse Layout and Location Management</b> <ul style="list-style-type: none"> <li>• Type of Storage system</li> <li>• Advantages and disadvantages of each type of storage system</li> <li>• Process of Layout for effective storage</li> <li>• Key Principle of improving warehouse layout</li> <li>• Location system management</li> <li>• Case study</li> </ul>	The right process to designing a better layout for the warehouse and store for efficient storing of goods and the different type of location system.
5	<b>Effective Inventory Management</b> <ul style="list-style-type: none"> <li>• Type of Inventory in Warehouse</li> <li>• Pareto Analysis (ABC Analysis / Rule of 80/20)</li> <li>• KANBAN Supermarket system</li> <li>• KANBAN 2 bin system</li> <li>• Just in Time</li> <li>• Consignment Stock</li> <li>• Calculating Stock Replenishment Level (Min stock, Reorder Level and Safety Stock)</li> <li>• Push system</li> <li>• Pull system</li> </ul>	<p>This module will deliver knowledge and technique on proper inventory management system in term of stock replenishment, priority management system of stock and evaluating the best method to keep stock in the warehouse or store.</p> <p>Participants will also learn the various inventory minimizing tool</p>

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Modules	Topic Covered in Module	Participants Learning Objectives
6	<b>Managing Inventory Accuracy</b> <ul style="list-style-type: none"> <li>• Inventory management - Auditing for process and stock</li> <li>• Inventory management - Understand Stock ABC Analysis key purpose</li> <li>• Inventory management - Review Replenishment level with Safety and Reorder stock management</li> <li>• Inventory Management - Push and Pull Inventory</li> </ul>	<p>Stock accuracy is one of the key problematic area in warehouse and store operation.</p> <p>This module will deliver the knowledge and technique to a systematic stock accuracy management system.</p>
7	<b>Reducing Wastages and Risk in Warehouse and Inventory Management</b> <ul style="list-style-type: none"> <li>• 7 key wastes of Warehouse and Inventory Management</li> <li>• Problem solving method to eliminate waste</li> <li>• Managing Risk in Warehouse Operation</li> <li>• Mitigation steps to eliminate Risk</li> <li>• Case study</li> </ul>	<p>The participants to learn the key wastes in warehouse and store management and how to avoid.</p> <p>Case studies</p>
8	<b>Understanding the concept of 6S warehouse system</b> <ul style="list-style-type: none"> <li>• What is 6S</li> <li>• 5S housekeeping versus 6S system</li> <li>• Step to efficient 6S implementation</li> <li>• 6S scoring for improvement</li> </ul>	<p>This module will bring awareness and develop the knowhow on how to implement 6S in the workplace.</p>