

14 Hours **Zoom & Physical** Program

100% HRDC
CLAIMABLE

HYBRID TRAINING



16 & 17 Nov 2026
(Mon & Tue)



Remote Online Training (**Zoom**) &



Dorsett Grand Subang Hotel,
Selangor (**Physical**)

**** Choose either Zoom OR Physical Session**

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

Overview:

Warehousing facilities play a vital role in the overall supply chain process. A warehouse is also called a distribution centre. Businesses that are involved in storing of physical goods are in need of an effective warehouse management practices. Such practices are necessary to ensure the safely delivering of products from the chain supplier to the consumers. The practices must be reliable, easy to use and most importantly, it should fit the company's budget. Keeping in mind that a warehouse may be a company's largest capital investment, as well as the final stop before the product reaches the customer. A well designed and well planned warehouse offers multiple advantages in the fight to remain competitive. By taking the necessary steps to see the project through from start to finish, the result will be a facility that operates efficiently, uses space effectively, maintains cost control and in the end, achieves the ultimate goal of meeting expectations.

Training Methodology:

- Lectures
- Presentation
- Group discussions/interactions
- Case studies

Learning Outcome:

1. Analyse the issues and concepts associated with warehouse and stores operation management.
2. Increase accuracy, traceability and reduce parts variety.
3. Understand the roles & responsibilities of a warehouse personnel.
4. Develop Action Plan for Higher Productivity
5. Construct practical steps that reduce cost related to warehouse.

REGISTER 3 PAX, FREE 1 SEAT

Who Must Attend:

1. Logistics, Warehouse, Sales, Planning Managers
2. Logistics, Warehouse, Sales, Planning Executives/Officers/Supervisors
3. Logistics, Warehouse, Sales, Planning Team Leaders and Clerical staff

COURSE CONTENT

DAY 1

Module 1: Warehousing - Fundamental Review

- 1.1 Key Objectives of Warehouse Management
- 1.2 Key Roles & Responsibilities
- 1.3 Right Attitudes of Warehouse Personnel

Module 2: Warehouse Operation Planning

- 2.1 Types of Warehouse & Stocks
- 2.2 Warehouse Layout
- 2.3 Warehouse Management System

Module 3: Warehouse Operation Management

- 3.1 Stock Receiving procedures
- 3.2 Operational & special skills of Receiving Storekeeper
- 3.3 Storage Procedures

Module 4: Warehouse Outgoing Operation

- 4.1 Product Picking & Checking
- 4.2 Techniques to Improve Issuing Effectiveness
- 4.3 Palletizing, Loading & Recording

DAY 2

Module 5: Inventory Management

- 5.1 Objectives of Inventory Management
- 5.2 FIFO & Carrying Cost
- 5.3 Controlling the level of Inventory

Module 6: Stock Taking

- 6.1 Types of Stock taking
- 6.2 Efficient stock taking method
- 6.3 Causes of discrepancies & Rectification

Module 7: Warehouse Safety & Security

- 7.1 Common Warehouse Hazards & Precautions
- 7.2 Warehouse Safety & Security Measures
- 7.3 Warehouse Cost Management

Module 8: Case Studies & Group Discussion