

Outline for six half-day workshop on Warehousing.

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Workshop on Warehousing: Enhancing Efficiency and Modern Practices

Day 1: Introduction to Warehousing and Inventory Management

Objective: Understand the fundamentals of warehousing, its role in supply chain management, and the basics of inventory management.

- **Welcome and Workshop Overview**
 - Introduction to the workshop objectives and agenda.
- **Fundamentals of Warehousing**
 - Warehousing in the supply chain.
 - Types of supply chains.
 - Types and functions of warehouses.
 - Warehouse teams.

Day 2: Inbound Logistics

Objective: Learn about the role of inbound logistics, the need for clearly identifying stock, gain knowledge of putaway procedures, identify different types of warehouse layouts and storage equipment, and appreciate the importance of security of warehouse inventories.

- **Role of Inbound Logistics**
 - Goods Receiving, and Identification.
 - Inspection and Putaway.
 - Types of Warehouse layout
 - Storage Methods and Goods Security.

Day 3: Inventories and Inventory Control

Objective: Explore warehouse inventories, understand the importance of inventory control, identify the types and functions of inventory, learn how to classify inventory and manage warehouse inventories.

- **Managing Warehouse Inventories**
 - Types and Functions of Inventory.
 - Inventory Classification.
 - Cycle Counting and Stock Taking
 - Managing Inventory Levels.

Day 4: Materials Handling and Storage Equipment

Objective: Understand the importance of materials handling and storage equipment in warehousing, identify the types and functions of handling and storage equipment, and appreciate how technology is changing the role of warehousing in the 21st century.

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- **Materials Handling in the Warehouse**
 - Types of Materials Handling Equipment
 - Functions of Materials Handling Equipment.
 - Range of Materials Storage Equipment
 - Automated Materials Handling and Storage Equipment.

Day 5: Outbound and Reverse Logistics

Objective: Identify the carriers and modes of transportation in warehousing and supply chain management, understand the role of distribution and reverse logistics, and appreciate the importance of customers and customer service.

- **Role of Outbound Logistics**
 - Carriers and Modes of Transportation.
 - Distribution Management
 - Reverse Logistics in the Supply Chain
 - Customer and Customer Service.

Day 6: Warehouse Productivity and Performance Metrics

Objective: Understand the importance of productivity in warehouse operations, how to sustain warehouse operations, and introduce and maintain key performance metrics into warehouse operations

- **What is Warehouse Productivity?**
 - Introduction to Productivity.
 - Improving Warehouse Operations.
 - Sustainable Warehousing
 - Performance Metrics for Efficient Warehouse Operations
- **Workshop Recap and Feedback**
 - Summary of key points covered during the workshop.
 - Participants feedback
 - Identifying the way forward.