

Optimising Warehouse Performance

2-day workshop

Beginner to intermediate level

Is this workshop for me?

- You are new to or want to enter a career in Warehousing
- In your current position, you are responsible for managing a warehouse and you want to brush up on your skills
- As a manager from another field, you want to understand the complexities around Warehouse Optimisation
- This workshop has been designed to meet the professional development needs of all those involved in the running of large warehouses and distribution facilities.

Workshop format

This can be done as an in-house or a public workshop (minimum numbers apply).
Copies of the slides will be provided to the delegates

Overview of the workshop

For any large manufacturer, producer or distributor, the efficient operation and management of the warehouse is a key area where competitive advantage can be gained and exploited. This workshop will equip today's warehouse employees with the skills and knowledge they require in order to maximise the effectiveness and efficiency of processes within their warehouse. From the fundamentals of warehouse management and warehouse management systems, to performance and information management, this workshop will be highly valuable for those involved in the day-to-day running of a warehouse.

Objectives of the workshop

- Understanding the complexities of Warehouse Optimisation
- Providing you with the knowledge about equipment, warehouse processes and optimization opportunities
- Introduction to processes used in warehouses
- A walk through of what warehouse operators need to know to understand the benefits of good warehouse practices, tools and resources required to achieve significant savings on inventory cost while keeping high customer service.
- Discussion around what currently happens in business and the challenges the participants have come across.

Understanding warehouse management

In order to understand the most efficient and effective ways in which to manage your warehouse, it is important to understand the context in which your warehouse operates.

- How your warehouse fits into corporate strategy
- How your warehouse fits into the overall supply chain
- Key functions & operations of a typical warehouse

Your responsibilities in the area of health & safety

Managing the health & safety of your warehouse staff is a critical aspect of the operation of a successful and efficient warehouse. This session will clearly outline your responsibilities as an employer, and the benefits involved in a highly effective health & safety programme.

- Your responsibilities as an employer
- The benefits of an effective health & safety programme
- Gaining organisational buy-in

The right equipment for the right job

This session will examine the various types of warehousing and storage equipment, their various uses, strengths and pitfalls.

- Storage equipment
- Conveyor equipment
- Forklift equipment
- Manual equipment
- Identification and data capturing equipment

Designing effective warehouse layout

Maintaining the optimal layout for your warehouse activities is critical to the operation of a highly effective warehousing system.

- Understanding warehouse layout - issues & ramifications to consider
- Identifying problem areas
- The natural trade-off between the effective use of space and time
- Layout techniques
- Practical exercise: Warehouse layout

Getting the most from your warehouse management system

Warehouse management systems (WMS) are in wide use. This session will examine the ways in which warehouse managers can maximise the value gained from these systems.

- Key uses and frequent abuses of the WMS
- Understanding which functions are most important to you
- Using your WMS to its full potential
- Process change versus system change

Managing the flow of information in your warehouse

The information travelling in, out and around your warehouse is a critical factor in the efficient management of your warehouse.

- What information is important and why?
- Analysing key information - what can it tell us?
- A picture paints a thousand words

Effectively enforcing standards, policies & procedures

Often, the most challenging issues facing warehouse managers is gaining buy-in from warehouse staff in adhering to the various standards, policies and procedures of the warehouse.

- Communicating the importance of standard practice and following procedure
- Engaging staff in the development of warehouse policy
- Implementing and managing change in your warehouse
- Empowering staff to make decisions

Managing & motivating your warehouse staff

Many warehouse managers have had little previous experience in the management and motivation of a team. This session will cover the vital concept of staff management and will give you insight into how you can help your staff to reach their full potential.

- Understanding motivation
- Measuring staff satisfaction
- Involvement of staff
- Practical exercise: Motivation

Measuring & managing the performance of your warehouse

- Developing key indicators of performance
- Measuring performance - key issues and challenges
- Identifying poor performance and its root cause
- Learn techniques for evaluation of productivity
- Practical exercise: Managing performance

Identifying key opportunities for improvement

Continuous improvement in the operation of your warehouse is key to the continued success of this vital function of your organisation. This session will give you tips and advice on identifying and prioritising opportunities for improvement in your warehouse.

- Identifying the opportunities
- Prioritising competing opportunities