

Advanced Warehouse and Inventory Management

Category	Description	Content	Proposed Training Dates
Advanced Warehouse and Inventory Management	Warehouse Processes	<ul style="list-style-type: none"> • Acquire the knowledge of warehouse operations theories, concepts and operational strategies to: <ul style="list-style-type: none"> • ensure the efficient flow of products in and out of the facility • ensure that orders are fulfilled and • ensure that products are in stock but not overstocked • Learn the three warehousing processes of receiving, put away and ship out • Develop the skills to effectively manage the operations and functions of the warehouse • Training on the skills to evaluate warehousing strategies from a qualitative and quantitative perspective • Develop and train on the skills to resource and cost the warehouse and to measure the performance of the workforce and warehouse activities • Training on employee safety and warehouse security and developing the skills necessary to plan, set and meet mandated standards and continuously monitor them 	
	Key Warehouse Information	<ul style="list-style-type: none"> • Understand what information is necessary to effectively manage the warehouse and inventory • Training on communication skills to be able to share key and relevant information within the department and across the manufacturing, purchasing and accounting departments 	
	Daily Operations	<ul style="list-style-type: none"> • Develop the skills necessary to pick, pack and ship inventory efficiently, on time and at the lowest cost • Develop scheduling skills to ensure that labour is scheduled every day to meet customer order requirements • Develop scheduling skills to ensure that equipment is scheduled every day to meet customer order requirements • Training on how to create and communicate shipping delivery dates, times and methods 	

		<ul style="list-style-type: none"> • Develop the knowledge and skills to analyze health and safety issues in the warehouse and mitigate them • Understand the environmental impact of packing and shipping materials used by the warehouse and work to lessen this impact • Training on the importance of cycle counts and physical counts to maintain inventory accuracy and develop the skills to take these counts 	
	<p>Paperwork and Communication</p>	<ul style="list-style-type: none"> • Design and develop key warehouse performance metrics and routines for the employees and for warehouse activity (pick counts and accuracy) • Training on the necessary communication skills to share these routines and metrics with management, employees and customers within and across departments 	

Course Cost: Warehouse Management: \$16,125.00 + tax for 75 hours of training for 1-5 trainees.

Course Cost: Inventory Management: \$21,500.00 + tax for 100 hours of training for 1-5 trainees.

Training Frequency: Twice a week recommended

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