COURSE SYLLABUS

Warehousing, Operations, and Disposal Course (Self-Paced)

Learn the essential functions of federal warehousing operations, inventory control, and disposal processes to manage property across the lifecycle.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/warehousing-operations-and-disposal-course-self-paced

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Course Outline

Module 1: Warehouse Basics

- Define the purpose of warehouses and their different types, such as raw material storage, work-in-process, finished goods, and distribution warehouses.
- Understand the critical role of warehouses in the supply chain and how they contribute to product flow and inventory management.
- Examine key elements of warehouse design, including layout, storage systems, and workflow, to ensure efficient operations.

Module 2: How Are We Doing and How Do We Know?

- Understand the importance of objectively measuring warehouse performance.
- Learn key tools and techniques to measure performance.
- Choose the most important aspects of warehouse performance to measure.

Module 3: Improving Warehouse Operations and Automation

- Identify specific areas within warehouse operations that need improvement and recognize the value of incremental improvements.
- Learn about warehouse automation systems and how they can streamline operations to increase efficiency and reduce manual labor.
- Understand the process of assessing opportunities for automation and applying appropriate technologies for warehouse management.

Module 4: Warehouse Profiling

- Understand the concept of warehouse profiling, which involves analyzing and documenting warehouse operations to identify improvement areas.
- Learn how to develop a warehouse profile by collecting and analyzing data on activities such as receiving, storing, and shipping materials.
- Examine how profiling can be used to make informed decisions on space utilization, process improvement, and inventory management.

Module 5: Warehouse Slotting

- Define warehouse slotting.
- Understand the importance of slotting to increase warehouse performance.
- Develop a slotting tree to optimize inventory storage and improve the overall efficiency of the warehouse.

Module 6: Receiving

- Understand the receiving process, including the steps involved in inspecting and validating incoming goods to ensure accuracy and quality.
- Understand accountability in the receiving process.
- Explore the handling of hazardous materials during the receiving process, including safety measures and legal requirements.

Module 7: Warehousing and Storage Management

- Understand aspects of warehousing, including utilization of space, locator systems, warehouse management systems, and material handling equipment.
- Understand storage management—types, space requirements, floor plans, and storage aids.

Module 8: Managing the Physical Inventory Process

- Understand the components of effective management of a physical inventory.
- Learn about types of physical inventories.
- Understand the importance of security in managing a physical inventory.
- Learn how to conduct a warehouse inventory.

Module 9: Property Disposal

- Learn about the process of property disposal.
- Understand shipping and packaging.

Module 10: Occupational Safety and Health Programs

- Understand the importance of occupational safety and health programs in warehouse operations.
- Learn about safety regulations, hazard identification, and risk management to ensure a safe working environment for warehouse staff.
- Examine the role of warehouse managers in implementing and enforcing safety protocols and accident prevention measures.