COURSE SYLLABUS

Warehousing, Operations, and Disposal Course

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

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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.