PROFESSIONAL CERTIFICATE WAREHOUSE & INVENTORY MANAGEMENT



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Warehouses and stores decide whether an organisation delivers on its promises or explains why it could not. Goods must arrive, be stored correctly, be found immediately, and leave on time, with records that match reality at every step. This Professional Certificate Warehouse & Inventory Management Training Course gives warehouse staff, inventory controllers, and supply chain professionals a complete working method for the whole operation. Participants learn to design layouts and slotting, run receiving and dispatch, classify stock, set safety stock and reorder rules, keep record accuracy through cycle counting, and measure performance against clear targets. In addition, the course builds the leadership and safety habits needed to hold those standards every day.

Professional Certificate Warehouse & Inventory Management Course Objectives

- Design warehouse layouts, zoning, and slotting that reduce travel and improve flow.
- Operate receiving, put-away, picking, packing, and dispatch to documented standards.
- Apply ABC and XYZ classification to set control levels by value and demand behaviour.
- Calculate economic order quantity, safety stock, and reorder points for stock items.
- Maintain record accuracy through cycle counting, location discipline, and tolerance control.
- Manage multi-location stock with transfer rules and pooling arrangements.
- Control slow-moving, obsolete, and excess stock through ageing analysis and phase-out plans.
- Apply 5S, standard work, and kaizen to warehouse and stores processes.
- Embed safety controls, manual handling rules, and risk assessments in daily work.
- Measure performance using turnover, fill rate, order accuracy, and cost per order.

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Course Methodology

- Facilitated sessions built on live warehouse layouts and inventory records.
- Layout, slotting, and travel distance exercises with flow analysis.
- Spreadsheet drills on EOQ, safety stock, reorder point, and turnover.
- Cycle counting and reconciliation practice with variance investigation.
- Group work on a combined warehouse and inventory improvement plan.

Who Should Take This Course

- Warehouse managers, supervisors, and team leaders.
- Inventory controllers and stock accuracy officers.
- Storekeepers and stores supervisors.
- Supply chain, logistics, and distribution coordinators.
- ERP and WMS super users and process improvement officers.
- Health and safety staff in storage and handling environments.

Professional Certificate Warehouse & Inventory Management Course Outlines

Day 1: Warehouse Design, Layout, and Capacity

- Warehouse functions and how they shape layout decisions.
- Flow types: U-flow, I-flow, and through-flow compared.
- Zoning: receiving, storage, pick face, packing, dispatch, and returns.
- Aisle planning, rack configuration, and vertical space use.
- Slotting by velocity, cube, weight, and product affinity.

- Capacity calculation, cube utilisation, and growth planning.
- Layout drawings, flow diagrams, and relocation planning.

Day 2: Warehouse Operations and Productivity

- Inbound scheduling, dock management, and vehicle turnaround.
- Goods receipt, quality checks, and discrepancy handling.
- Put-away strategies and directed placement rules.
- Picking strategies: zone, batch, wave, and cluster picking.
- Packing standards, load building, and dispatch documentation.
- Labour standards, work measurement, and peak planning.
- 5S, visual management, and standard work on the floor.

Day 3: Inventory Classification and Policy Setting

- Inventory types and the costs of holding and not holding stock.
- ABC classification by annual usage value.
- XYZ classification by demand variability.
- The combined ABC-XYZ control matrix.
- Economic order quantity and quantity discount decisions.
- Safety stock formulas using service level and variability factors.
- Reorder point, min-max, and periodic review systems.

Day 4: Stock Accuracy, Cycle Counting, and Obsolescence

- Cycle counting design by item class, frequency, and tolerance.
- Blind counts, count-back, and control group counting.

- Root cause analysis of count variances and corrective action.
- Location management and pick-face discipline.
- Ageing analysis and slow-mover identification.
- Phase-out planning, substitution, and disposal governance.
- Adjustment approval levels, segregation of duties, and audit trails.

Day 5: Performance, Safety, and Continuous Improvement

- KPIs: turnover, days of inventory, fill rate, order accuracy, and cost per order.
- Space utilisation and productivity reporting.
- Safety controls, risk assessment, and manual handling rules.
- Warehouse audits and housekeeping standards.
- ERP and WMS reports, dashboards, and exception alerts.
- Supplier, carrier, and 3PL performance review.
- Building an annual warehouse and inventory improvement roadmap.

Conclusion

By successfully completing the Professional Certificate Warehouse & Inventory Management Training Course, participants will have acquired a thorough working knowledge of warehouse layout and operations management, inventory classification and policy setting, stock accuracy and cycle counting, obsolescence control, safety practice, and performance measurement. They will leave able to run a cleaner, faster, safer warehouse whose records match reality and whose stock levels serve demand at a controlled cost. Gentex Training Center delivers this programme with warehouse and inventory practitioners who manage these operations daily.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Professional Certificate Warehouse & Inventory Management course

Q1 What is the "Professional Certificate Warehouse & Inventory Management" course about?

It is a five-day programme on running warehouse operations and inventory control together to a professional standard. It covers layout and slotting, receiving and dispatch, inventory classification, safety stock and reorder points, cycle counting, obsolescence control, safety practice, and performance measurement.

Q2 What are the key benefits of the "Professional Certificate Warehouse & Inventory Management" course?

Participants raise throughput and order accuracy while cutting travel time and cost per order, and they release cash locked in excess and obsolete stock. They also gain a safer floor, cleaner records, and reporting that shows management exactly where the operation stands.

Q3 What skills will I gain from the "Professional Certificate Warehouse & Inventory Management" course?

You will gain warehouse layout and slotting design, receiving and dispatch operations control, inventory classification and policy setting, and stock accuracy and obsolescence control with performance measurement.

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Q4 What tools, methods, or standards are covered in the "Professional Certificate Warehouse & Inventory Management" course?

The course works with U-flow, I-flow, and through-flow layout models, velocity-based slotting, wave and batch picking methods, ABC and XYZ classification matrices, economic order quantity models, safety stock formulas, reorder point and min-max systems, blind counting and count-back techniques, tolerance thresholds in cycle counting, 5S and standard work, adjustment approval matrices with segregation of duties, and warehouse KPI dashboards including turnover, fill rate, and cost per order.

Q5 How is the "Professional Certificate Warehouse & Inventory Management" course applied in real-world practice?

Teams apply it when reslotting a pick face, redesigning the receiving bay, resetting reorder points, running daily cycle counts, and planning a seasonal peak. It also guides 5S rollouts on the floor, slow-mover disposal decisions, and carrier performance reviews.