WAREHOUSE & STORES MANAGEMENT



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GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

A warehouse and a store serve the same business but in different ways: one moves volume, the other protects detail. Managing both well means controlling receiving and dispatch, keeping bin-level records honest, and making sure every issue is authorised and documented. This Warehouse & Stores Management Training Course gives warehouse supervisors, storekeepers, and inventory officers a complete working method for both environments. Participants learn how to design storage and layout, classify items, set stock levels, control issuing, maintain accuracy through cycle counting, and manage surplus and obsolescence. In addition, the course covers safety, documentation, and the indicators that show where control is holding and where it is slipping.

Warehouse & Stores Management Course Objectives

- Apply the warehouse and store management cycle from receipt to issue and consumption.
- Design storage layouts, zoning, and bin locations that support fast, accurate retrieval.
- Classify items by ABC usage value, XYZ demand variability, and operational criticality.
- Set reorder points, safety stock, and min-max levels for stocked materials.
- Control receiving, inspection, put-away, issuing, returns, and transfers.
- Maintain record accuracy through cycle counting, location discipline, and tolerance control.
- Manage consumables through job-based issue and consumption tracking.
- Control surplus, slow-moving, and obsolete stock with ageing and phase-out plans.
- Apply storage safety, segregation, and handling rules for hazardous materials.
- Measure performance using stock accuracy, turnover, service level, and obsolescence rate.

Course Methodology

- Facilitated sessions built on real store transactions, layouts, and count sheets.

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- Layout and bin location exercises using live storage and issue data.
- Spreadsheet drills on reorder points, safety stock, and turnover calculation.
- Simulation of a receiving-to-issue cycle with documentation and authorisation checks.
- Group exercise on a store and warehouse control improvement plan.

Who Should Take This Course

- Warehouse managers, supervisors, and team leaders.
- Storekeepers and stores supervisors.
- Inventory controllers and stock control officers.
- Procurement officers dealing with replenishment and materials.
- Maintenance and production staff who draw materials.
- Finance and audit staff reviewing stores and stock records.

Warehouse & Stores Management Course Outlines

Day 1: Warehousing and Stores Functions, Layout, and Organisation

- Distinction between a warehouse, a store, and a distribution centre.
- Flow types: U-flow, I-flow, and through-flow in storage design.
- Zoning: receiving, bulk storage, pick face, issuing counter, and dispatch.
- Rack types, shelving, and storage equipment selection.
- Bin location systems, addressing, and labelling standards.
- Store organisation, staffing structures, and shift design.
- Roles, accountability, and segregation of duties.

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Day 2: Receiving, Storage, and Material Handling

- Inbound scheduling, dock management, and vehicle turnaround.
- Goods receipt against orders and delivery documents.
- Inspection, quantity verification, and discrepancy handling.
- Put-away strategies and directed bin placement.
- Handling equipment selection and safe operating rules.
- Storage safety: stacking limits, segregation, and hazardous goods.
- Security, access control, and storehouse discipline.

Day 3: Stock Classification and Level Setting

- Inventory types and the costs of holding and not holding stock.
- ABC classification by annual usage value.
- XYZ classification by demand variability and predictability.
- Economic order quantity and supplier constraint handling.
- Safety stock formulas using service level and variability factors.
- Reorder point, min-max, and periodic review systems.
- Master data hygiene: item codes, units of measure, and lead times.

Day 4: Issuing, Accuracy, and Surplus Control

- Material requisition, authorisation, and issue documentation.
- Job-based issue and consumption tracking against work orders.
- Tools and returnable items: loan registers and condition checks.
- Cycle counting design by item class, frequency, and tolerance.
- Root cause analysis of count variances and corrective actions.

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- Ageing analysis, slow movers, and surplus disposal governance.
- Adjustment approval levels and audit trail requirements.

Day 5: Performance, Safety, and Continuous Improvement

- KPIs: stock accuracy, turnover, service level, and obsolescence rate.
- Space utilisation and store productivity reporting.
- 5S, visual management, and standard work in stores.
- Safety controls, risk assessment, and manual handling rules.
- ERP and WMS transactions, barcode scanning, and exception reports.
- Internal audit of stores and self-assessment checklists.
- Building an annual warehouse and stores improvement roadmap.

Conclusion

By successfully completing the Warehouse & Stores Management Training Course, participants will have acquired a thorough working knowledge of storage layout and organisation, receiving and issuing control, item classification, stock level setting, record accuracy, surplus and obsolescence control, safety practice, and performance measurement. They will leave able to run a warehouse and store where items are found immediately, records match reality, and stock levels support operations at a controlled cost. Gentex Training Center delivers this programme with warehouse and stores practitioners who run these operations daily.

FAQs for the Warehouse & Stores Management course

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Q1 What is the "Warehouse & Stores Management" course about?

It is a five-day programme on managing both a warehouse and a store to a controlled standard. It covers layout and organisation, receiving and material handling, item classification and level setting, issuing and accuracy control, surplus and obsolescence management, safety, and performance measurement.

Q2 What are the key benefits of the "Warehouse & Stores Management" course?

Participants find items immediately, cut stockouts caused by weak records, and stop unrecorded issues that distort consumption and cost reports. They also reduce surplus and obsolescence losses and produce documentation that stands up in internal audit.

Q3 What skills will I gain from the "Warehouse & Stores Management" course?

You will gain storage layout and bin location design, receiving and issuing operations control, stock classification and level setting, and stock accuracy, surplus control, and store performance measurement.

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

The course works with U-flow, I-flow, and through-flow layout models, rack and shelving selection, bin location and labelling standards, goods receipt and inspection documentation, material requisition and issue authorisation, loan registers for returnable items, ABC and XYZ classification matrices, economic order quantity models, safety stock and reorder point formulas, cycle counting with tolerance thresholds, ageing and surplus analysis, 5S and standard work, and store KPIs including stock accuracy, turnover, and obsolescence rate.

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

Teams apply it when laying out a new store, setting bin locations for new items, receiving a delivery against an order, investigating a count variance, processing a return to store, and preparing surplus stock reports. It also guides 5S rollouts, adjustment approval workflows, and store self-assessment audits.