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Japan-ASEAN Cooperation



## Sustainable Human Resource Development in logistics services for ASEAN Member States

Course Name: <b>Sustainable Human Resource Development in logistics services for ASEAN Member States</b>		Rev / Date :	Version 1 / June 2014
Module: <b>Warehouse Management &amp; Distribution</b>		Session no : 1	
		No of hours : 10	
<p>Module Objectives:</p> <ul style="list-style-type: none"> <li>• Discuss the strategic importance of the role and functions of the warehouse as a critical link in the supply chain.</li> <li>• Examine how the warehouse plays the strategic role in the distribution of goods from suppliers to end customers.</li> <li>• Demonstrate how a warehouse can be efficiently organised and effectively managed in the changing environment.</li> </ul>			
<p>Learner's Outcome</p> <ul style="list-style-type: none"> <li>• Critically reflect on the strategic importance of the role and functions of the warehouse as a critical link in the supply chain.</li> <li>• Understand the distribution of goods from producers to end customers.</li> <li>• Define the role of a warehouse manager.</li> <li>• Learn how to organize a warehouse and manage its activities including the use of IS &amp; IT in fulfilling customers' requirements.</li> </ul>			
Subject / Content	Time (mins)	Teaching Methods	Reference Materials
<b>20 Oct 2014 8.00am – 5.00pm</b>			

<b><u>Role of Warehousing in Supply Chains</u></b> Why businesses need warehouses? Nature and importance of warehousing. Integrated supply chain – the strategic roles of warehousing.	8am – 8.45am 45	Lecture	Lecture notes Lecture powerpoint slides Video1 (youtube)
<b><u>Role of Warehouse Manager</u></b> Role & functions of warehouse manager in a VUCA environment. Skill sets required to recruit, trained, developed and retain talent. Developing hard and soft skills of his staff.	8.45am – 9.15am 30	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Warehousing Decisions</u></b> Determining the number of warehouses in an organization supply chain and the cost trade-off between inventory cost, cost of lost sales, and total transportation cost under ideal conditions. Discuss why some firms prefer to own instead of outsource warehousing. Discuss centralization vs decentralization.	9.15am-10.00am 45	Lecture	Lecture notes Lecture powerpoint slides
Tea-break	10.00am – 10.15am		
<b><u>Warehouse Activities</u></b> Discuss the activities of warehouse.	10.15am – 11.30am 45	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Formative Assessment</u></b> Quiz	11.30am – 11.45am 15		Formative Assessment 1
<b><u>Stock Taking</u></b> Why stock taking is necessary, types of stock taking, administration of stock taking and discrepancy management.	11.45am – 12.00pm 15	Lecture	Lecture notes Lecture powerpoint slides
Lunch	12.00pm – 1.00pm		
<b><u>Materials, Material Handling &amp; Storage</u></b> Understanding of materials when using MHE and storage systems. Understand the unique functions of each type of common MHE and storage systems.	1.00pm – 2.00pm 60	Lecture	Lecture notes Lecture powerpoint slides Video2 (youtube)
<b><u>Layout</u></b> Understand the types of layout and why layout is critical in warehouse operations.	2.00pm – 2.30pm 30	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Warehouse Safety &amp; Security</u></b> Understand the two concerns and their impact on the warehouse.	2.30pm – 3.00pm 30	Lecture	Lecture notes Lecture powerpoint slides
Tea-break	3.00pm – 3.15pm		

<b><u>Physical Distribution</u></b> Understand the factors affecting the location. Using matrix model to compute transportation costs.	3.15pm – 3.45pm 30	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Case Study</u></b> Matrix model	3.45pm – 4.45pm 60	Group Discussion & Presentation	Case study
<b><u>Conclusion</u></b> Summary	4.45pm – 5.15pm 15		
<b>Total (less break)</b>		<b>420</b>	
<b>21 Oct 2014 8.00am – 10.00am</b>			
<b><u>MIS &amp; Technology</u></b> Why information & technology is critical in the warehouse and how warehouse managers can exploit it to improve customer service level.	8am – 8.15am 30	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Formative Assessment</u></b> Quiz	8.15am – 8.30am 15		Formative Assessment 2
<b><u>Organizing the Warehouse</u></b> Applying all the knowledge acquired to manage the warehouse to fulfill its role in supply chains.	8.30m – 9.00am 30	Lecture	Lecture notes Lecture powerpoint slides
<b><u>Summative Assessment</u></b> Exam	9.00am – 9.45am 45		
<b><u>Conclusion</u></b> Summary of Warehouse & Distribution	9.45am – 10.00am 15		
<b>Total (less break)</b>		<b>120</b>	
<b>Total Time + Assessment (mins)</b>		<b>540</b>	

Note:

- Video1 = 7-Understanding DC Ops
- Video2 = IKEA DC in Savannah GA