

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.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: Performance Measurement

- Learn the importance of measuring warehouse performance and setting benchmarks to evaluate success.
- Identify key performance indicators (KPIs) and metrics used to measure warehouse efficiency, including productivity, utilization, and quality.
- Understand how to apply performance measurement tools to improve operational outcomes and minimize costs.

### 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 and its importance in optimizing space utilization and improving warehouse operations.
- Learn the key factors involved in slotting, such as item size, weight, quantity, and frequency of use.

- 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.
- Learn the importance of proper documentation and reporting of discrepancies to ensure accurate records.
- Explore the handling of hazardous materials during the receiving process, including safety measures and legal requirements.

## **Module 7: Warehousing and Storage Management**

- Learn the principles of warehousing and storage management, including space utilization, inventory management, and layout design.
- Understand the different types of storage systems and how they affect warehouse operations, including pallet racking, shelving, and automated storage solutions.
- Examine how to utilize material handling equipment (MHE) to optimize storage and retrieval processes.

## **Module 8: Managing the Physical Inventory Process**

- Understand the components of managing a physical inventory, including planning, training, and conducting inventory counts.
- Learn about the different types of physical inventories and how to ensure the accuracy of inventory records through effective management practices.
- Examine the role of security in managing the inventory process and maintaining the integrity of the warehouse system.

## **Module 9: Property Disposal**

- Learn about the process of property disposal and its role in asset management, including legal and regulatory requirements.
- Understand how to properly dispose of surplus, obsolete, or unserviceable property in compliance with federal regulations and policies.
- Examine the different methods of disposal, including sale, donation, and destruction, and the associated documentation required for each method.

## **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.