

Effective Store & Warehouse Management

14 & 15 April 2010 - Kota Kinabalu
10 & 11 November 2010 - Kuching



Participants will learn how to:

- better utilise the existing space of their store/ warehouse
- save time and increase accuracy through computerisation
- ensure the safety and security of the store/ warehouse
- use efficient materials handling equipment
- improve store/ warehouse layout

Who will benefit?

Accountants, Financial Managers, Account Executives, Warehouse & Store Executives/ Supervisors, Stock Inventory Controllers, Logistic/ Distribution Executives, Supervisors/ Stockists, Distributors, Storekeepers & all those who handle the daily operations of the store/ warehouse.

Organiser:



ADROIT

HRDF:



Malaysia

International Partners:



Australia



Singapore



Australia

Introduction

Successful store and warehouse management is crucial to the success of a corporation. Each piece of warehouse operation fits together like a jigsaw puzzle to create one whole operating entity. Hence the selection, development and retention of good warehouse personnel is critical to the success of the department and should remain a priority concern.

Warehouse supervisors or managers must be prepared to handle anything from driving a forklift to training employees. They should know how to run the equipment in the warehouse and also deal with irate internal or external customers. In other words, they have to be a 'jack of all trades'.

A warehouse supervisor/ manager's typical duties might include overseeing deliveries and pick-ups of product items or making calls trying to find a lost shipment. In addition, they need to be creative with storage solutions and be prepared for any potential hazards. They might also have to maintain computerised controls of delivery and shipment of inventory, supplies and waste products.

Facilitator's Profile - Mr Allan Ang



Allan, a senior course leader and trainer is multi-disciplined in human resources development and training. He has vast industrial, marine and heavy construction experience, where he has held senior positions in the fields of project tendering, contracts administration, cost estimation and engineering cost control, purchasing and international sourcing, materials supply and logistics procurement.

An accomplished and well-sought after speaker and facilitator, Allan has presented conference at various international meetings and has conducted many public seminars, workshops and in-house



trainings in Singapore, Malaysia, Brunei, Indonesia, Thailand, Philippines, China and some African countries. Some of his training topics are store and warehouse management, inventory management, lean manufacturing, total productive maintenance, freight forwarding and procurement.

Allan is presently the president of the Institute of Industrial Engineers, Singapore and the Singapore Institute of Engineering Technologies. He is a fellow and senior member of various engineering and professional bodies in USA, UK, Singapore and Malaysia.

Course Schedule

Time	Contents	Day 1 .
08.30 am	Registration	
09.00 am	Organising Your Store and Warehouse <ul style="list-style-type: none"> • Scope of store activities • What is a store? • Type of stocks 	
10.30 am	Tea break	
10.45 am	Operating the Store and Warehouse <ul style="list-style-type: none"> • System of store location • Types of store location 	
12.30 pm	Lunch break	
01.30 pm	Material Coding and Classification <ul style="list-style-type: none"> • Codification and classification • Location systems • Use and benefits of parts of coding and classification 	
03.15 pm	Tea break	
03.30 pm	Materials Handling Equipment and Selection Work Study In Store <ul style="list-style-type: none"> • Application of method of study and work management 	
05.00 pm	End of Day 1	

Time	Contents	Day 2 .
08.30 am	Registration	
09.00 am	Unit Load Concept Store Racking System <ul style="list-style-type: none"> • Classification of bar racks • Types of racking 	
10.30 am	Tea break	
10.45 am	Use of Computer System <ul style="list-style-type: none"> • Components of data processing system 	
12.30 pm	Lunch break	
01.30 pm	Store Safety and Security	
03.15 pm	Tea break	
03.30 pm	Stock Control Analysis <ul style="list-style-type: none"> • Inventory accounting and physical control • Stock control 	
04.50 pm	Q & A/ Certificate presentation	
05.00 pm	Closing	



REGISTRATION FORM

Effective Store & Warehouse Management

Please tick : 14 & 15 April 2010 - Hyatt Regency Kinabalu, Kota Kinabalu
 10 & 11 November 2010 - Four Points by Sheraton, Kuching

PLEASE COMPLETE THIS FORM AND KINDLY FAX TO 6082 - 463 712

• FOR PARTICIPANTS

Please tick :

FEE : RM1,680.00 per participant
inclusive of course materials, tea breaks,
lunch, and Certificate of Attendance

GROUP DISCOUNT : 10% off total
fees payable (for 3 or more participants from
the same company)

SPECIAL DISCOUNT : early bird
(RM1,580.00 per participant on paid registration
by 24 March 2010 for KK and 20 Oct 2010 for Kuching)

Contact Person :

Designation :

Mobile no :

Email :

Company Name :

Company Address :

Telephone :

Fax :

Email :

Name of Participants :

1.

Designation

2.

3.

THE ORGANISER RESERVES THE RIGHT TO AMEND OR CANCEL THE EVENT DUE TO UNFORESEEN CIRCUMSTANCES

TERMS & CONDITIONS

1. CANCELLATION OF REGISTRATION

- Must be made in writing.
- Received more than 14 days before the training — a full refund will be given.
- Received 7 - 14 days before the training — a 50% refund will be given.
- Received less than 7 days before the training — no refund but a substitute delegate is welcomed.
- Non-attendance on the day of the course attracts a full fee.

2. PAYMENT

- All cheques must be made payable to Adroit Global Network Sdn Bhd and payment must be received prior the workshop.

ORGANISER :



ADROIT GLOBAL NETWORK SDN BHD (CO.NO. 568457-M)
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