



**Training LBA**  
A division of Logistics Bureau (Asia) Limited

# Warehouse Design and Operations

3 –Day Workshop on 14-16 July , 2010

Landmark Hotel, Bangkok

**Attend this 3-day interactive workshop and hear Best Practices and Case Experiences on how to design and manage your warehouse operations successfully.**

## Learning objectives

1. To introduce delegates to the fundamentals of Warehouse Design, Materials Storage and Handling and Warehouse Operations.
2. To show delegates how to apply these principles in a way that is financially beneficial to their companies' operations and balance sheets.

## Who should attend?

Logistics professionals from all industrial sectors involved with the management and control of warehousing and distribution, including:

- Inventory Managers
- Warehouse Managers
- Financial Managers
- Procurement Managers
- Supply Chain and Logistics Managers
- Supply Chain Analysts

### Note :

All tuition will be conducted in English.  
Delegates should bring calculators for use during the practical exercises.



**Logistics Bureau Asia**

The training is organised by **Logistics Bureau (Asia) Limited**, a company that provides experienced and well qualified business consultants who have specialised in the area of Supply Chain and Logistics consultancy. So we fully understand broader business strategy and the role of Supply Chain and Logistics in supporting it. We are based in Australia and Asia.



## Workshop Outline

### **Session 1: Introduction to Warehousing and Materials Handling and their impact on the concept of Total Supply Chain Management:**

- The Supply Objectives (The six “Rights”).
- Warehouse Definitions and Operational Responsibilities.
- Principles of Warehouse Design and Operations.
- Load Unitisation.
- Factors Affecting Warehouse Design (F.A.S.T).
- Safety.
- Security.
- Environment.
- Flexibility.

### **Session 2: Managing the External Flow.**

The operational flow outside the building is as important as that inside:

- Warehouse Yard Layout and Management.
- Vehicle Manoeuvring and Parking Areas.
- Warehouse Loading Dock Design.
- Incoming Transport Management.

### **Session 3: Warehouse Storage and Handling Methods.**

Choosing the most appropriate medium to handling your requirement is a major issue in creating the optimum warehouse design:

- Handling Characteristics.
- Available Equipment.
- Warehouse Equipment Selection.
- Storage Profiles and Layouts.

### **Session 4: Warehouse Pick Face Design.**

The pick face is the critical interface between the storage and distribution processes. In efficient design will mean inefficient and costly operations:

- Pick trails and Pick Face layouts
- Basic Pick Face media
- Free-standing Picking Modules
- Pick Face technologies

### **Session 5: Warehouse Planning and Control.**

Many warehouses are operated in a reactive mode. Forward planning and pro-active management will improve performance and add value to your supply chain:

- Operational Awareness.
- Goods Inwards Scheduling.
- Stock Location.
- Warehouse Operating Procedures.
- Order Picking.
- Strategic Planning.
- Periodic Planning.
- Performance Measurement.
- Creation of Warehouse Budgets.

### **Session 6: Warehouse Daily Operations:**

The day-to-day pressure of keeping up service levels can lead to a crisis management mentality that is purely reactive. Daily operational planning will keep control of the routine and reduce the need for “fire-fighting”:

- Forecasting the day’s events.
- Allocation of warehouse resources.
- Shift production targets.
- Hour-by-hour management.
- Despatch planning.
- Housekeeping.

### **Session 7: IT and Warehouse Management Systems**

This module looks at IT system requirements from the user’s point of view:

- Interfacing with corporate systems.
- Defining the operational flow.
- Defining the Functional Specification Requirement.
- Selecting the right system.
- Scanning technology.

### **Warehouse Design Practical Exercise:**

Concurrent to the sessions will be a warehouse design exercise which will put into practice the lessons learnt in the course of the workshop. Delegates will work in syndicates, share solutions and discuss outcomes.

### **Note**

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker or venue. Every effort will be made to inform the participants of the changes. The teaching methodology comprises participative lectures and is interactive in nature which will involve participation from attendees. So, notwithstanding the proposed outline above, the programme may not necessarily be conducted in exactly the same sequence or duration for each topic.



## About Your Trainer



**COLIN AIRDRIE** is Managing Director of Logistics Bureau (Asia) Limited, a subsidiary of Logistics Bureau Pty, the largest management consultancy specialising in Supply Chain in the Asia Pacific Region. He is originally from U.K., but has been operating in Asia for more than 13 years.

### Qualifications

- Post-Graduate Diploma in Management Sciences UMIST, United Kingdom
- Fellow, Chartered Institute of Logistics & Transport
- Visiting Professor, Tianjin College of Transportation, P.R. China

### Supply Chain Experience

- 38 years in supply chain and logistics operational and strategic management, and consultancy.
- The above includes 12 years experience at senior management levels in Asia, mainly in Thailand and P.R. China.
- Regional business development Asia Pacific
- Military supply chain operations and development
- Training and career development

### Industry Experience

- 3<sup>rd</sup> Party FMCG Logistics in UK, S.E. Asia (including Thailand) and China
- In-house retail logistics and distribution, development and operations.
- Cold chain operational management and development

### Consultancy Experience

- FMCG DC design and commissioning (P.R. China – 2 major DCs totalling 76,000 sqm)
- Materials management electronic components manufacturing.
- White goods national distribution
- Bulk cement supply chain
- Training Course Design and Execution: Inventory Management, Warehouse Design & Operations
- Footwear and apparel
- Logistics software selection
- 3PL selection
- DC operations & transport network optimisation

### Specialist areas of expertise

- Retail Supply Chain strategy development and implementation
- Logistics operations in S.E. Asia and P.R. China
- Logistics facilities design, construction and implementation.
- Logistics network design
- Inventory management.

## The Venue:

**The Landmark Hotel** (138 Sukhumvit Road, Bangkok, Thailand) is a top-quality conference venue conveniently located close to the Nana BTS Station on the South side of Sukhumvit Road. Delegates traveling in daily are encouraged to use the BTS Skytrain in order avoid delays due to rush-hour traffic.

**Car parking** is available at the hotel and is free to delegates attending the workshop on presentation of a stamped Car Park ticket.

# Registration Form



## Warehouse Design and Operations 3 –Day Workshop on 14-16 July, 2010 Landmark Hotel, Bangkok

Fee/Delegate (THB)	Early Bird (10% discount for payment by 4 June , 2010)	Normal Booking
Fee	26,550	29,500
+ 7%VAT	1,858.50	2,065
- 3% Withholding Tax*	(796.50)	(885)
<b>Total Paid</b>	<b>27,612</b>	<b>30,680</b>

### This covers:

- 3 days tuition
- Full set of documentation
- Certificate of Attendance
- Morning and afternoon refreshments
- International Buffet Lunch

**Send two or more delegates to qualify for a 10% discount.**

\* Withholding Tax deduction is applied for a Thai-registered company only.

**Our Tax ID No : 3 030 274 397**

### Methods of Payment:

1. **Crossed Cheque** made payable to:  
Logistics Bureau (Asia) Limited  
Please send to:  
148 Soi Inthamara 22  
Sutthisan Road  
Dindaeng, Bangkok 10400  
Thailand

2. **Telegraphic Transfer** to the account of:  
Logistics Bureau (Asia) Limited  
Siam Commercial Bank Sutthisan  
Branch  
Account No: 021-253887-3  
Swift Code : S I C O T H B K

*Note : Please note that payment are required with registration and must be received prior to the course to guarantee your place.*

**Please complete this form and fax to  
+66 2 277 2869**

Course Title : \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Attendees:

Name : \_\_\_\_\_ Position : \_\_\_\_\_

Name : \_\_\_\_\_ Position : \_\_\_\_\_

### The invoice should be directed to:

Name : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Authorising Manager : \_\_\_\_\_

Position : \_\_\_\_\_

### Signature & Company Stamp :

### Cancellations & Substitutions

All cancellations must be made in writing. If cancellation is received 2 weeks before the event, you will be entitled to a 50% refund. Due to contractual commitments, no refund will be made for cancellation within 2 weeks before the event. However, a complete set of documentation will be sent to you.

Substitutions are welcomed at anytime.