

Warehousing Team Leadership Skills



Bizzco ID SP01
SAQA ID SP 0912/14-17
NQF Level 3
Min Credits 48
Duration 6 - 12 Months
MERSETA Accredited

ENTRY REQUIREMENTS?

Communication and Mathematical Literacy at NQF level 2

COURSE DESCRIPTION

The warehouse team leader has the responsibility of not only ensuring that warehouse operations run smoothly, but also that all team members are performing effectively, which, in turn, leads to an efficient and fully functioning warehouse. This programme provides students with a deeper understanding of team dynamics, how to motivate and build a team, and the fundamentals of warehousing and stock control.

WHO IS THIS COURSE FOR?

This skills programme is intended for junior managers of organisations, who are working in the manufacturing environment who need to understand the functions of the store and the warehouse and are tasked with the responsibility to understand the need for improvement in supply chain operations, control stock and understand the layout of a warehouse according to workplace requirements.

In the event that the learner requires SETA registration, the learner would need to be employed by a company. Please contact us for more information.

SUPPORTING DOCUMENTS NEEDED?

Certified copy of ID
Certified copy of highest qualification
Employment letter/contract*

**Only needed for SETA registration*



DELIVERY METHODS

Online, Facilitated or Blended

Speak to us about other methods of training delivery and corporate customization!

Online

Interactive self-study 2- 3 hours per day over the 12-month period.

Blended

8 - 32 Facilitation hours, depending on group size.

Facilitated

64 Facilitation hours, total of 8 days of training.

Warehousing Team Leadership Skills**COURSE STRUCTURE****Module 01****Lessons****Inventory in the Supply Chain**

Every business that sells products has a supply chain. The management of the inventory can make a business a success or a failure.

01 Inventory in the Supply Chain

02 Warehouse Types

03 Safety of Inventory

04 Main Functions of a Warehouse Management Systems

05 Identifying Non-Saleable Inventory

Module 02**Lessons****Warehouse Practices**

As with all successful business operations, warehouse personnel have responsibilities and rules which are designed to make matters more effective.

01 Handling Inventory in a Warehouse

02 Space in the Warehouse

03 Making the best of our Warehouse Layout

04 Functions and Classification of Inventory

05 Sales Order Process

Module 03**Lessons****Responsible Materials Handling**

Material Handling refers to the role of ensuring that inventory is always in good condition and is properly handled, moved, controlled and protected.

01 Material Handling for Transportation

02 Handling of Dangerous Goods

03 Fixed Storage Equipment

04 Moveable Storage Equipment

05 Mechanized and Engineered Equipment

Module 04**Lessons****Inbound Inventory**

When inventory arrives from a supplier, the Warehouse Practitioner's responsibilities are hugely important. Great attention must be paid to the receiving and put-away process.

01 What To Know in Advance

02 Floor Space Allocation for New Arrivals

03 Off-Loading and Staging of Inventory

04 Identification of Incoming Inventory

05 Putting Inventory in the Right Place

Warehousing Team Leadership Skills

Module 05

Outbound Inventory

This focuses on the distribution network model and its objectives, activities, and distribution inventory management decisions.

Lessons

01	Distribution Management and Planning
02	Import and Exports
03	Picking, Packing and Tracking
04	Using Measurements
05	Understanding Numbers

Module 06

Inventory for Manufacturing

Manufacturing is the process of converting raw materials and components into finished products. Different approaches to manufacturing will have a different impact on inventory.

Lessons

01	Introduction to Material Inventory in Manufacturing
02	Inventory in a Push System
03	Inventory in Pull Production
04	Data Collection & Reporting in Manufacturing
05	Measuring Dimensional Objects

Module 07

Stock Take & Inventory Accuracy

Stocktaking, sometimes known as inventory checking or stock counting, involves physically confirming the quantity and condition of goods held and recording the results.

Lessons

01	Importance of Counting Stock
02	Cycle Counting
03	Planning and Preparing for Stocktake
04	Stock Take Reconciliations
05	Accuracy in Calculations

Module 08

Leading & Working with a Team

Team work is important in any company. A strong team will ensure the success of a department as well as a business. Knowing the purpose of a team, the team dynamics, how to set goals and motivate a team is important to create a team that believes in TEAM .

Lessons

01	Team Leader and the Purpose of a Team
02	Conduct and Ethics
03	Induct a New Member into a Team
04	Strengths, Weaknesses and Personal Development
05	Strengthening and Motivating a Team
06	Team Goals and Performance
07	Performance Management and Feedback
08	Maintain Records for a Team

Warehousing Team Leadership Skills**UNIT STANDARD INFORMATION**

Type	US ID	US Title	NQF	Credits
NA	13917	Indicate the role of a team leader ensuring that a team meets an organisation`s standards	NQF Level: 03	6
NA	13947	Motivate a team	NQF Level: 04	6
NA	377362	Discuss the role of stocktaking in ensuring inventory accuracy	NQF Level: 03	5
NA	377384	Describe the use of stores and warehousing in operations	NQF Level: 03	10
NA	377385	Explain the role of materials handling in the warehouse	NQF Level: 03	10
NA	8969	Interpret and use information from texts	NQF Level: 03	5
NA	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF Level: 03	2
NA	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level: 03	4