



Perform Warehouse Operations

Code: PWO

Duration: 12 Hours

Synopsis:

This course is developed to enable participants to acquire knowledge and skills to carry out warehouse operations which include receiving incoming products, picking and staging products, as well as packing products to meet customer and organisational requirement.

Course Objective:

On completion of this course, participants will be able to perform warehouse operations.

Course Outline:

Knowledge:

- Warehouse Layout Plan
 - Receiving incoming products location
 - Picking & Staging Area
 - Packing Area
 - Inspection Area
- Incoming goods
- Signs and Symbols
- Picking and staging products
- Packing materials and packaging
- Achieving inventory integrity
- Replenishment policy, primary and secondary pick locations
- Work activities and abnormalities

Abilities:

- Receive incoming products
- Pick and stage products
- Pack products

For Whom:

Suitable for those who have zero knowledge on warehouse operation. It is also suitable for warehouse workers, warehouse assistants, logistics assistants and warehouse admin assistants.

Entry Requirements:

Participants are assumed to:

- Have a basic knowledge of the Singapore Workplace Safety and Health requirements;
- Be able to follow written and oral work instructions;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This course is conducted in English.

Training Methodology:

This course is delivered through lectures, discussions and demonstrations.

Assessment Methodology:

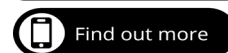
Written assessment is conducted at the end of the course.

Certification:

A Certificate of Proficiency will be awarded to participants upon completing and passing the assessment. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.

Contact Us:

For further information or registration, please contact +65 6483 2535 or email emarketing@elitic.com



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