

THE WORLD HAS CHANGED MENINGKAT PRESTASI OPERATOR STOR/GUDANG



THE WORLD HAS CHANGED

The IMPOSSIBLE Happened! A Worldwide Shutdown 2021; this CHANGES EVERYTHING in Shipping and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more 'adept' companies will achieve Profits Faster. We MUST expect Supply Chain Disruptions, Vendor Financial Meltdown, Lack of Materials, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

The STOREKEEPING RESET means a CHANGE in Working Styles, Operational Competency and Mental Toughness to Implement Store Initiatives – through 'New' Focus, Operational Efficiency, Administration and Value-Added Reporting – It requires a Paradigm Shift!

SCOTS LEARNING OBJECTIVE

Scots Skill ONE

Implement New Work Habits – Develop Positive Health/Safety Work Culture

Scots Skill TWO

Implement Stock Picker OJT to Pick RIGHT Stock, Location and Time

Scots Skill THREE

Pro-Active Action to Resolve Inaccurate Incoming/Outgoing Stock Count – Error Prevention!

Scots Skill FOUR

Stock Location Address Mapping – Identify Blocks, Rows, Columns, Shelves, Labels, etc.

Scots Skill FIVE

Daily Physical Stock Check – Sampling Check, High Value Items and Stock Check Schedule!

Scots Skill SIX

Store Operator Personal Growth – My Life, My Choice and My Action!

WHO SHOULD ATTEND?

Logistics, Warehouse, Material, Store Operations, Supply Chain – Assistant, Supervisor, Operator, Storekeeper, Planner and People involved in Store Operations



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The World Has Changed – Store Safety/Health,
Critical operations and Work Motivation

PART A – MENINGKAT PRESTASI OPERATOR STOR/GUDANG – THE WORLD HAS CHANGED

1. **The World Has Changed 2021** – Working Relationship, People Diplomacy, Limited Capacity, Delivery Delays, etc.
2. **'New Normal' Store Operator Contribution** – Avoid 'Shutdowns', Health/Safety, Prioritise and Delivery Failures!

PART B – 'NEW NORMAL' STORE OPERATIONS and SAFETY/HEALTH FOCUS

1. RESET STORE OPERATOR HABITS – SAFETY/HEALTH PROTOCOL

- A. **Reset 'Old Store Practices'** – Avoid 'Shutdown' with Staffs Temperature Checks and Safety/Health PPEs
- B. **Set Health/Safety Housekeeping Protocols** – Social Distancing and Change Store Layout during Down Time!
- C. **Scots Skill ONE** – Implement New Work Habits – Develop Positive Health/Safety Work Culture

PART C – STORE OPERATIONS and DYNAMIC STORE OPERATOR

2. OPERATOR in STOCK CODING and CLASSIFICATION STRATEGY

- A. **Practical Stock Coding Techniques** – Categorise Manufactured/Finished Parts, Raw Materials and WIP
- B. **Material Coding and Classifications** – Alphabetical, Numerical, Supplier Reference, Labelling, Colour, Markings, etc.
- C. **Scots Skill TWO** – Implement Stock Picker OJT to Pick RIGHT Stock, Location and Time

3. OPERATOR RECEIVING/ON-TIME DELIVERY

- A. **Stock Receiving/Delivery Mistake Proofing** – Unloading, Unpacking, Inspecting, Reporting and Confirmation
- B. **Prepare Stock Withdrawal** – Direct, Kit- Marshaling, Right Quantity, Early Withdrawal, Order Based, etc.
- C. **Scots Skill THREE** – Pro-Active Action to Resolve Inaccurate Incoming/Outgoing Stock Count – Error Prevention!

4. OPERATOR in LOCATING MATERIAL/STOCK

- A. **Operator Store 'Knowledge'** – Locations, Best Practices, Vacant Space, Operations and Experience!
- B. **Stock Movement and Handling Equipments** – Incoming/Outgoing, Back-Tracking, Damage, Usage/Maintenance, etc.
- C. **Scots Skill FOUR** – Stock Location Address Mapping – Identify Blocks, Rows, Columns, Shelves, Labels, etc.

5. OPERATOR in PHYSICAL STOCK COUNT and HOUSEKEEPING

- A. **Inaccurate Stock Count Causes** – Infrequent Audit, Posting Delay, Wrong Count, Missing Documents, etc.
- B. **Operator in Store 5S Housekeeping Habits** – Sort, Set in Order, Shine, Standardise and Sustain
- C. **Scots Skill FIVE** – Daily Physical Stock Check – Sampling Check, High Value Items and Stock Check Schedule!

PART D – STORE OPERATOR and STORE PERFORMANCE

5. OPERATOR MOTIVATION and PRODUCTIVITY

- A. **Operator Self-Motivation and Goal Setting** – Family, Finance, Career, Education, Health, Social and Spiritual!
- B. **Pro-Active Store Operator Action** – Documentation, Recording, Filing, People Management, etc.
- C. **Scots Skill SIX** – Store Operator Personal Growth – My Life, My Choice and My Action!