

# Course : Optimizing storage space in SMEs

**Practical course - 2d - 14h00 - Ref. MPJ**

**Price : 1590 CHF E.T.**

What are the storage space issues for SMEs? How can you define your storage needs and optimize your layout? This training course will enable you to acquire the right reflexes and best practices in the context of a transfer of activity, a transformation or a new location.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the world of warehousing
- ✓ Define its layout according to customer and technical constraints)
- ✓ Ensuring safety during installation

## Intended audience

Company directors, supply chain managers, logistics managers, warehouse managers or any other person in charge of setting up a storage area.

## Prerequisites

Knowledge of the main Excel spreadsheet functions.

## Practical details

### Exercise

Practical exercises based on case studies. Progressive development of tools that can be reused in an operational context.

### Teaching methods

Active, participative teaching methods. Alternating theory and practice with application to the context and experience of participants.

## Course schedule

### PARTICIPANTS

Company directors, supply chain managers, logistics managers, warehouse managers or any other person in charge of setting up a storage area.

### PREREQUISITES

Knowledge of the main Excel spreadsheet functions.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Understanding the challenges of storage space

- Reduce storage space in favor of production space.
- Ensuring the safety of people, materials and products.
- Guarantee the quality of storage and order picking.
- Reduce handling and travel times.
- Optimize the productivity of transfer, storage and preparation operations.

### Exercise

Diagnose and take stock of the situation within your company. Analyze storage requirements.

## 2 Choosing the right location

- Identify the criteria to be taken into account for a layout.
- Define the zone's vocation: storage, preparation, cross-docking...
- Consider outsourcing storage space: 3PL, 4PL logistics service provider.
- Take into account the needs of our partners: customers, subcontractors, suppliers.
- Study flows and volumes to be processed.

### Exercise

Identify the criteria to take into account in your company. Argue your choice using the SWOT matrix.

## 3 Methods and tools for defining and optimizing storage space

- Mapping flows using Value Stream Mapping (VSM).
- Diagnose displacements using the spaghetti diagram.
- Deploy the 5S method to optimize and maintain the efficiency of the work area.
- Calculate storage requirements and storage aisle dimensions (AST).

### Hands-on work

Calculate number of bays. Calculate the width of a storage aisle according to the cart used.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 4 Knowledge of logistics equipment

- Storage and handling equipment.
- Computer hardware.

### Storyboarding workshops

Group discussion of storage needs and resources.

## 5 Consider safety in the store/warehouse

- Assess the area's hazards.
- Ensure personal safety.
- Ensure equipment safety.

### Storyboarding workshops

Safety quiz.

## 6 Optimize product layout

- Determine the organization of the zone according to its vocation.
- Design the layout of the area (storage, picking) according to technical constraints.
- Arrange products according to frequency of movement, using the ABC method.
- Optimize floor space with dynamic location management.

### Hands-on work

Calculation of rack layout and search for optimum product arrangement.