



Institute for Capacity Development (ICD)

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Stores and Inventory Control Management

Course Objectives

On completion on the course participants should be able to:

- Improve efficiency, productivity and ultimately to manage the store and warehouse profitably
- Effectively organise the store and reduce time wasted in locating stocks
- Use codification and classification to improve stock control
- Get a thorough grasp of the safety and security features in warehouse
- Increase Knowledge on good housekeeping or store functions
- Adopt and install a systematic and updated approach to store and warehouse operations.
- Identify inefficiencies in existing layouts and show how space economies can be achieved.

Target Groups

- Logistics Managers
- Materials, Purchasing, Warehousing and Distribution Managers
- Store Supervisors and Clerks
- Stock or Inventory Controllers
- Stockists, Distributors and Traders
- Importers and Exporters

Course Outline

- General Management Skills and Practices
- Understanding Stock/Inventory Management and its Importance
- Store Planning, Operations and Management
- Duties and Functions Of Stores Personnel
- Stock Control Systems
- Inventory Planning
- Demand Forecasting
- Lead-Time Management
- Inventory Categorisation Techniques
- Measuring and Valuation of Inventory
- The Financial Implications Of Holding Inventory
- Systems to Replenish Inventory
- How Much to Order and When to Place an Order
- Store Organisation Functions
- Order-Picking Methods and Techniques
- Ordering and tracking inventory
- Receiving Procedures, Storing and Shipping

- Inspection and Quality
- Control of stock
- Managing Stores
- Stock pricing and valuation
- Monitoring Inventory Movements
- Checking Suppliers Invoices and Delivery Notes
- Stock Counts and Accuracy
- Inventory Coding Systems and identifying stock items
- Stock taking and cycle counting
- Expiry Dates and Damaged Stock
- Scrap and Obsolescence Dispositions
- Efficient Operation Systems
- Stock-Locator System
- Store Equipment Selection and Maintenance
- Determine Operating Costs
- Store Design and Layout
- Accountability and Store Procedure
- Security of Stock and Stores
- Maintenance, Safety and House Keeping
- Insurance
- Receipt and Issue Of Inventory
- Systems to Replenish Inventory
- Store Design and Layout
- Materials Handling and Equipment
- Record Keeping and Communication
- Management Of Receipts - Receipt and Issue Of Inventory
- Stores Documentation
- Record Keeping and Communication
- Database Management
- Action Planning

Dates: 16th – 27th April 2018

Duration: 2 weeks

Costs: US\$2850

Venue: Windhoek, Namibia