

STORES and STOCK CONTROL

WHO SHOULD ATTEND

- This short course is aimed at all Stores and/or Warehouse personnel, including the store man and all first line supervisors.
- These functions form part of Materials Management within Supply Chain and would be suitable for all related functions.
- All other major users of the Stores Function would also gain specific benefit from attending this workshop.

HOW YOU WILL BENEFIT

- The Workshop is aimed at highlighting the importance of the storekeeping function.
- This area is often overlooked and when one considers the large investment of inventories today, it seems almost incomprehensible.
- The aim is to introduce delegates to the concepts of Stock Control and to create awareness of the responsibilities they carry through a better understanding of the requirements of their function. This will in turn encourage confidence and accountability in the workplace.

WHAT WILL BE COVERED

| Module 1 Explain the flow of stock and sales through an organisation | Module 2 Receive goods into the organisation |
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| <p>After completing this module, the learner will be able to explain the flow of stock and sales through an organisation, by successfully completing the following:</p> <ul style="list-style-type: none"> • Explain stock flow through the store as it applies to the business • Explain the flow of cash through the store as it applies to the business • Explain the support functions necessary for the operation • Explain the impact of the job on others in the organisation in terms of systems and sub-systems | <p>After completing this module, the learner will be able to receive goods into the organisation by successfully completing the following:</p> <ul style="list-style-type: none"> • Sort the offloaded stock according to organisational requirements and stock characteristics • Record the stock received as per organisation's procedures • Check the stock received against required documentation • Identify all variances between actual stock received and invoiced/ordered stock and resolve it according to organisation's procedures • Complete relevant documentation according to organisation's procedures |

One-day course 08:30 -16:00

Tel: (031) 267 1229

sales@kznbtc.co.za / www.kznbusinessstraining.co.za

| Module 3 Prevent shrinkage and losses in the Receiving Area | Module 4 Maintain stock balances in the Receiving and Dispatch Area |
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| <p>After completing this module, the learner will be able to prevent shrinkage and losses in the Receiving Area, by successfully completing the following:</p> <ul style="list-style-type: none"> • Explain the concept of shrinkage and how it impacts on the organisation • Explain the ways in which shrinkage and losses occur in relation to the process of receiving stock • Implement shrinkage and loss prevention measures in the Receiving Area • Report breaches in security to the relevant parties following organisation policies and procedures • Move received stock to storage areas to prevent shrinkage and losses following the stock characteristics and the organisation's policy and procedures • Ensure that the work area, stationery and equipment meet the organisation's housekeeping standards | <p>After completing this module, the learner will be able to maintain stock balances in Receiving and Dispatch Areas to enhance the efficiency of the supply chain, by successfully completing the following:</p> <ul style="list-style-type: none"> • Explain the impact and functioning of the Supply Chain on the organisation as it is stated the organisation's documents • Explain stock flow through the organisation / business • Maintain stock records to enhance the supply chain following organisation's procedures |
| Module 5 Prepare stock for despatch | |
| <p>After completing this module, the learner will be able to prepare stock for despatch from an organisation, by successfully completing the following:</p> <ul style="list-style-type: none"> • Select stock to be despatched and prepare it as per instruction and organisation's procedures • Identify applicable packaging techniques and use it correctly as per organisational requirements and stock characteristics • Complete relevant documentation according to organisation's procedures • Despatch stock according to organisation's policies and procedures | |