

STORES AND STOCK CONTROL

Optimising Efficiency in Inventory and Warehouse Management

Non-Credit Bearing

***"Stock control isn't just about counting products;
it's about maximising value and minimising waste"***

Stock control is the backbone of any successful organisation - mismanaged inventory can lead to financial losses, operational delays, and dissatisfied customers. With businesses relying on seamless supply chains, ensuring that stock is received, stored, and dispatched efficiently is more critical than ever.

This course will equip you with the knowledge and skills to manage stock effectively, prevent shrinkage, and optimise storekeeping processes. By mastering these essential functions, you will not only enhance operational efficiency but also contribute to the overall profitability and success of your organisation.

WHO SHOULD ATTEND

- Stores and warehouse personnel, including storekeepers and first-line supervisors
- Professionals involved in Materials Management within the Supply Chain
- Major users of the Stores Function who want to improve inventory accuracy and efficiency

HOW YOU WILL BENEFIT

- Gain a deeper understanding of stock control principles and responsibilities
- Enhance operational efficiency through structured inventory management
- Reduce shrinkage and prevent stock losses in the warehouse
- Improve confidence and accountability in storekeeping functions

One-day course 08:30 -16:00

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WHAT WILL BE COVERED

Understanding stock and sales flow

- Track the movement of stock and cash through an organisation
- Identify key support functions that facilitate smooth store operations
- Recognise the impact of storekeeping on organisational systems and processes

Receiving goods efficiently

- Sort and record incoming stock as per company protocols
- Verify deliveries against documentation and resolve discrepancies
- Ensure all necessary paperwork is accurately completed

Preventing shrinkage and losses in receiving areas

- Understand the causes and consequences of stock shrinkage
- Implement effective loss prevention strategies
- Maintain security and storage best practices to safeguard inventory

Maintaining stock balances in receiving and dispatch areas

- Understand the role of stock control in optimising supply chain efficiency
- Maintain accurate stock records to prevent shortages and overstocking
- Ensure smooth stock flow throughout the organisation

Preparing stock for dispatch

- Select, package and label stock for dispatch following best practices
- Ensure compliance with organisational packaging and documentation standards
- Dispatch stock efficiently while maintaining accuracy and security