



Palomino Training Solutions  
specialists in corporate training

P O Box 1460, Durbanville, 7551  
Mobile: 082 878 1164, Facsimile: 086 515 7684  
E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

## Inventory Management Skills (1 day)

### Course Overview

***Fact: Companies waste a vast amount of money through ineffective control over the stock room and lack of vital structures.***

No business can survive very long without an effective programme of controls over the parts and materials that are used in producing or distributing goods and services of the company. Like many other things that depend on human interpretation, “control” means different things to different individuals.

This is a workshop for you, the warehouse or stockroom manager, the person in charge of what comes in and goes out in your company. You want a smooth and cost-effective operation, with enough products on hand to satisfy needs without stockpiling too much.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

### Target Audience

This workshop is designed for all warehouse or stockroom managers and others involved in the process along the way.

### Course Outline

#### Section 1: What is Inventory?

- How to Control and Reduce Inventory
- Glossary

#### Section 2: Types of Inventory

- What are the Types of Inventories?
- Classes of Inventory

#### Section 3: Goals of Inventory

#### Section 4: Industry Trends



Section 5: Your Customers

Section 6: Your Staff

- Who am I looking for?

Section 7: Working as a Team

- Advantages and Disadvantages

Section 8: The Warehouse Inventory Cycle

Section 9: Strategies for Improving Your Inventory

- The “ABC” Inventory Classification System
- The Golden Warehouse

Section 10: Warehouse Objectives

Section 11: The Receiving Process

Section 12: The Inventory Validation Process

- Put-away

Section 13: What Makes a Good Inventory Management System?

Section 14: Understanding Key Formulas

- Setting Safety Stock Levels
- Setting Re-Order Points
- Calculating Order Quantities

Section 15: Maintaining Inventory Accuracy

- Scanning Devices
- Product Identification
- Locations within a Warehouse
- Inventory Counting Methods

Section 16: The Outbound Process

- Picking Process
- Packing Process
- Loading and Shipping Process