

EFFECTIVE STOCK CONTROL

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ COURSE OVERVIEW

Good stock control is vital to any organisation. The impact on working capital, cash flow and shrinkage are just a few of the advantages. To ensure your company's stock is being effectively managed, AstroTech is running a training course "Effective Stock Control" which includes the following topics:

- Stocktaking and stock control
- Storekeeping Functions, Tasks and Responsibilities
- Stock Control Systems
- Record Keeping
- Categorisation of Inventory
- Purchasing, Re-order Levels and Reserve Stock
- Stores Layout and Design
- Expiry Dates and Damaged Stock
- Stock Counts and Accuracy
- Counting Methods
- Treatment of Discrepancies
- Checking the Quality of Deliveries
- Checking Suppliers Invoices and Delivery Notes
- Signing in and out
- Ordering and Tracking Inventory
- Types of Stock take Documentation
- How much to order
- Forecasting future demands
- Demand, Trends and Seasonal variations
- When to order
- Re-Order Levels
- Managing Lead times
- Just-in-time (J.I.T) Method
- Controlling of Return and Back Orders
- Security of Stock and Stores
- Explain the effect of Shrinkage and Losses
- Being assertive and controlling access
- Customer Service
- Health and Safety Requirements
- Standards and Ethics in stores
- Time Management in stores
- Dealing with internal / external customers efficiently
- Body Language and Attitude
- The Effect of stock control on Working Capital and Cash Flow



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Stock control officers
- Administrators responsible for office stock
- PAs in charge of stationery
- Stores administrators
- Anyone else involved in stock control

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Understand how stock systems and stock control works
- Understand the impact of poor stock control
- Know why documentation is important
- Understand the importance of safety and security of the store/warehouse

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.
- **COMMUNICATION**
When a person registers on the Astro Tech website, is registered on an AstroTech course or sends an email to Astro Tech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.