



INVENTORY & STORE MANAGEMENT

SABAH SKILLS & TECHNOLOGY CENTRE

INTRODUCTION

In this borderless world, the business continues to change rapidly and dramatically. No longer will we see the stability of the past; reorganization is fast becoming a standard. Business organizations have to reinvent and reorganize themselves continually in order to meet the demands of the global market place. Everyone is faced with the challenge of developing the most highly educated and diverse workforce ever known. What steps can you take to achieve a better outcome in your business through your Inventory & Store Management? Stock control procedure and system as well as the store administrative functions will indefinitely affect the economy of an organization. This program highlights the importance of managing the stores effectively.

Duration
2 Days

SSTC Member
RM 636.00

Non SSTC Member
RM 689.00

FSI's Member
RM 662.50

Fee is inclusive of refreshment, lunch, course materials and certificate of attendance

*Rates inclusive of 6% GST

COURSE CONTENTS

- Stock Functions & Organization
- Stock Identification & Vocabulary
- Stock Control & Administration
- Provisioning of Establishment & Authorized Holdings
- Materials Handling
- Store Cycle
- Procedure Involving the Receiving of Materials from Suppliers
- Principles & Procedures of Stocktaking
- Physical Aspects of Storekeeping
- Some Special Types of Stock
- Assessing the Performance & Efficiency in the Stores Department

METHODOLOGY

Lecturing, discussion & activities.

WHO SHOULD ATTEND

Inventory Controllers, Store Managers and officers who are involved in inventory and store management and purchasing, handling; distribution, shipping and forwarding of materials and goods; and personnel in related functions who require knowledge and broad understanding of logistics discipline.

RESOURCE PERSON

Datuk Dr. Johnson Tee holds a PhD in Maritime Law and Master of Laws degree (LLM) from the U.K. He is a Chartered Member of the Chartered Institute of Logistics and Transport (CILT) United Kingdom. He is a holder of Diploma in Training and Assessment from Victorian Qualification Authority (VQA), Melbourne, Australia that qualified him as a corporate trainer. Johnson Tee has worked as a ship chartering manager and senior personnel executive for a GLC for 23 years. Since 2003 he runs his own Consulting firm providing consultancy input for transport logistics, Corporate training and seminar in logistics matters and motivation in Sabah, Sarawak and the Philippines.

Sabah Skills & Technology Centre

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