Stores and Stock Control (Warehousing)

7 – 18 November 2027
Online



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Ref: 3255652_347446 **Date:** 7 – 18 November 2027 **Location:** Online **Fees:** 4000 GBP

Introduction

Stores and stock control play a vital role in ensuring smooth and efficient operations within any organization. The availability of materials at the right time and in the right condition is essential not only for maintaining workflow continuity, but also for reducing costs and minimizing operational risks.

This training course, delivered over two weeks, provides a comprehensive understanding of warehouse operations and inventory management. It combines solid theoretical foundations with practical applications, helping participants develop the skills needed to organize processes, improve data accuracy, and enhance overall operational efficiency.

Through a balanced approach of learning and practice, participants will gain hands-on experience that enables them to manage inventory effectively and make informed decisions that support organizational performance.

Course Objectives

By the end of this training course, participants will be able to:

- Understand the role and importance of stores and stock control in operations
- Apply best practices in warehouse management and material handling
- Use effective techniques to control inventory levels
- Accurately record and track inventory movements
- Conduct stock counts and resolve discrepancies systematically
- Manage materials and spare parts efficiently
- Improve warehouse layout and storage systems
- Prepare accurate reports to support decision-making
- Follow policies and procedures in materials management
- Reduce losses and operational risks

Course Outlines

Day 1: Introduction to Warehouse Operations

- Understand the role of warehouses in supporting operations
- Identify responsibilities within warehouse management
- Explore common challenges in operational environments
- Review real-life cases of common warehouse issues



Day 2: Inventory Types and Classification

- Identify different types of inventory
- Apply classification methods such as ABC and FSN
- Distinguish between critical and non-critical items
- Perform a practical exercise on inventory classification

Day 3: Inventory Control Techniques

- Understand key inventory control systems
- Learn about reorder point and safety stock concepts
- Explore the basics of economic order quantity
- Apply calculations to determine stock levels

Day 4: Receiving and Inspection Procedures

- Understand the goods receiving process
- Perform inspection and quality checks
- Handle supplier discrepancies effectively
- Simulate receiving procedures □□□□□□

Day 5: Storage and Warehouse Organization

- Apply effective storage methods
- Improve warehouse layout and organization
- Use labeling and coding systems
- Handle sensitive and hazardous materials safely
- Design an efficient warehouse layout through practical exercise

Day 6: Inventory Systems and Data Management

- Understand inventory management systems
- Perform accurate data entry and updates
- Identify common errors and how to avoid them
- Practice inventory tracking using digital tools

Day 7: Stock Counting and Reconciliation

- Learn different stock counting methods
- Identify and resolve discrepancies
- Analyze root causes of inventory issues
- Perform practical reconciliation exercises



Day 8: Reporting and Coordination

- Prepare inventory reports
- Analyze stock movement
- Coordinate with procurement and operations teams
- Develop practical reporting skills

Day 9: Managing Risks and Obsolete Stock

- Identify slow-moving and obsolete items
- Reduce losses and damages
- Apply risk management concepts in warehouses
- Study real cases on cost reduction strategies

Day 10: Integrated Practical Application

- Conduct full warehouse operation simulation
- Apply real-world scenarios
- Solve operational problems □□□□□□
- Perform final evaluation and review

Why Attend This Course: Wins & Losses!

- Gain practical, job-ready warehouse management skills
- Improve inventory accuracy and reduce errors
- Learn real-world applications that enhance understanding
- Increase efficiency in handling materials and reporting
- Strengthen coordination with operations and procurement
- Reduce operational risks and losses
- Build confidence in managing warehouse operations professionally

Conclusion

In today's operational environments, relying on theoretical knowledge alone is no longer sufficient—practical skills are essential for real success.

This training course provides a well-rounded learning experience that bridges the gap between understanding and application. It equips participants with the confidence and capability to manage warehouse operations and inventory systems effectively.

By the end of the course, participants will be better prepared to improve operational performance, minimize errors, and support organizational goals through accurate and efficient inventory management practices.

