



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

## Stock Control

### Overview

It is often Stocktake alone that is the focus in stock control; however inventory movement is constant in any organisation from cleaning materials, stationery, tea, coffee and milk to every raw material or packaging required. Consequently much can go wrong! To prevent losses it is imperative that each person in the organisation is aware of the potential loss that could occur and how to prevent it.

### Objectives

- Loss awareness
- Stock control methods and levels
- Stock movement monitoring
- Effective stocktake
- Impact on the Financials

### Course Prerequisite

Read, Write & Understand English

Have an understanding of the concept of stock control

### Language of Delivery

English

### Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions

### Who should attend?

- Management / Warehouse managers / Supervisors
- Inventory / Receiving / Stockroom Staff
- Individuals selected for Stocktake in an Organisation

### Course Outline

#### This course consists of the following 7 modules

<b>Module 1</b>	What does this mean?; Purpose; When does it Start?; Buying Decision Making / Ordering Process: (Goods, Raw Materials, Services, Machinery/Assets); Processes including Waste Recording and Audits; Paper Trail; Stocktake (Plan, Train, Count, Audit, Record, Valuation)
<b>Module 2</b>	Why should stock be controlled?; Types of Stock
<b>Module 3</b>	Where does it reflect on a Business Balance Sheet?; Asset; Loss
<b>Module 4</b>	What does this directly reflect on?; Profitability; Loss Control, Over/understock (Tax); "Sweat the asset"; Stock turn
<b>Module 5</b>	Which role players are involved?; Control Methods; Access
<b>Module 6</b>	Warehousing; Space; Signage; Layout; Model stocks; Access control; Bin Cards; Sheets; LIFO/FIFO
<b>Module 7</b>	Recycling

### Additional Information

<b>Duration</b>	1 Day	
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site training)</li> <li>• Electronic Certificate (on successful completion of the course)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Trainer Feedback Report</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul>