

SSM 01 – BASIC STOREKEEPING SKILLS

This course offers a general introduction to the roles expected by anyone in a storekeeping position. The different stores operations are explained in detail to better appreciate the position of a storekeeper in the company operations.

WHO SHOULD ATTEND?

Anyone wishing to get to know more about the role of a storekeeper and wishes to enhance their current skills

COURSE CONTENTS

Session 1 – Introduction

- Different types of supply-chain
- Supply-Chain Elements
- Basic Communication Concepts
- Business Communication Patterns

Session 2 – Introduction to Warehousing

- Warehouse Functions
- How many Warehouses?
- The Distribution Function
- Warehouse Processes: Receipts, Picking and Dispatch

Session 3 – Stock Control and Warehouse Processes

- Setting order levels
- Stock Rotation and Adjustments
- Meeting customer orders
- Housekeeping
- Stock Taking