



المركز العالمي للتدريب والتطوير  
International Centre For Training & Development



# WM 250 BASIC STOREKEEPING Skills



**ACTVET**  
Abu Dhabi Centre for  
Technical and Vocational  
Education and Training  
مركز أبوظبي  
للتعليم والتدريب  
التقني والمهني

**GInI** GLOBAL  
INNOVATION  
INSTITUTE  
Authorized Innovation Provider®

**PM** Project  
Management  
Institute  
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International Association  
for Health and Occupational Safety  
and the Environment

**EFQM**  
Member



## Course Introduction:

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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. This course builds upon the previous course in that it focuses more on actual case studies and how to better improve performance

## Course Objectives:

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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?

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This course is recommended for storekeepers, warehouse managers and warehouse supervisors who wish to enhance their current skills in managing stores and warehouses

## Course Outline:

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### The Stores Function

- Purpose
- Responsibilities
- Organization
- Reasons for Holding Stock
- Cost of Holding Stock
- The Cost of Poor Service

### Stores Layout and Equipment Selection

- Objectives
- Range of Equipment
- Space Utilization Characteristics
- Rationale for Selection.

### Location Systems

- Identity
- Fixed

- Random
- Combined
- Space Utilization Considerations
- Rationale for Selection

### **Essential Working Practices**

- Security
- Reducing Stock Loss
- Housekeeping
- Operating Hours
- Material Identification
- Stock Rotation
- Product Knowledge
- Traceability

### **Health & Safety**

- Law
- Employers Responsibilities
- Employees Responsibilities
- COSHH
- Personal Protective Equipment
- Training
- Enforcement
- Accident Reporting
- Consultation & Representation
- Environmental Issues

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### **Stores Documentation/Data Collection**

- Bar Coding
- RFID
- Receipts
- Issues
- Computer Application
- Data Capture
- Data Transfer
- Necessity for Accuracy
- Certificate of Conformance
- Material Certification

### **Stock Records and Control**

- ABC Analysis
- Basic Concepts of Quantity and Time Based Systems
- Min-Max Systems
- Topping Up Systems
- Re-order Systems
- MRP
- JIT

### **Stocktaking**

- Purpose
- Continuous
- Periodic Stocktaking or Cyclical Stocktaking
- Treatment of Discrepancies
- Obsolete, Redundant and Surplus Stock.

### **Case Studies**

- Physical Aspects of Storekeeping
- Equipment Selection
- Receipt of Materials

## **Course Certificate:**

**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

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## **Course Methodology:**

**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion

- Presentation

## Course Fees:

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**To be advised as per the course location.** This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Timings:

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### Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

