

EVENT BROCHURE

Warehouse & Inventory Management

Upcoming Training Event

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Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Warehouse & Inventory Management is a high-value professional training program designed to help government entities, ministries, public sector organizations, large corporations, and executive professionals improve warehousing efficiency, inventory accuracy, supply chain performance, cost control, and operational reliability. In today's fast-moving business and public service environment, effective warehouse and inventory management is essential for ensuring product availability, reducing waste, optimizing stock levels, improving procurement planning, and supporting uninterrupted service delivery.

This executive-level course provides a practical and strategic understanding of modern warehouse operations, inventory control systems, stock classification, demand planning, material handling, storage optimization, warehouse safety, performance measurement, and digital inventory management. It enables participants to transform warehouses from traditional storage facilities into performance-driven operational hubs that support supply chain resilience, financial efficiency, customer satisfaction, and institutional excellence.

The program emphasizes real-world implementation through practical tools, operational case studies, inventory analysis techniques, warehouse layout improvement, stock control procedures, key performance indicators, and best practices for reducing stockouts, overstocking, obsolete inventory, operational delays, and inventory discrepancies. Participants will gain the knowledge and confidence to enhance warehouse productivity, strengthen inventory governance, and align warehouse operations with organizational strategy.

Course Objectives

By the end of this Warehouse & Inventory Management training course, participants will be able to:

- Understand the strategic role of warehouse and inventory management in supply chain performance.
- Improve warehouse operations through better planning, layout, storage, handling, and workflow control.
- Apply effective inventory control techniques to optimize stock levels and reduce carrying costs.
- Classify inventory based on value, demand, movement, criticality, and operational importance.

- Strengthen stock accuracy through cycle counting, physical inventory, reconciliation, and records control.
- Reduce stockouts, excess inventory, obsolete stock, shrinkage, and operational waste.
- Develop practical warehouse procedures for receiving, inspection, storage, picking, issuing, and dispatch.
- Use warehouse performance indicators to monitor productivity, accuracy, cost, and service levels.
- Improve coordination between procurement, logistics, finance, operations, and end-user departments.
- Support digital transformation in warehouse and inventory management through modern systems and data-driven decision-making.

Course Content

Day 1: Foundations of Warehouse and Inventory Management

- The strategic importance of warehouse and inventory management in modern organizations.
- The relationship between warehousing, procurement, logistics, supply chain, and service delivery.
- Key warehouse functions: receiving, inspection, storage, picking, issuing, packing, dispatch, and returns.
- Inventory management as a driver of cost control, operational continuity, and customer satisfaction.
- Common warehouse and inventory challenges in government entities and large corporations.
- Understanding stock categories, inventory types, and material flow.
- Roles and responsibilities in warehouse governance and stock control.
- Practical discussion: identifying warehouse inefficiencies and inventory risks.

Day 2: Warehouse Operations, Layout, and Storage Optimization

- Principles of effective warehouse layout and space utilization.
- Designing efficient storage zones, aisles, staging areas, and material flow paths.
- Receiving procedures, goods inspection, documentation, and quality checks.
- Storage methods, bin location systems, labeling, coding, and item identification.
- Material handling equipment and safe movement of goods.
- Picking methods, order preparation, issuing processes, and dispatch coordination.
- Managing returns, damaged items, slow-moving materials, and quarantine areas.

- Practical exercise: improving warehouse layout and operational flow.

Day 3: Inventory Control, Stock Accuracy, and Classification

- Core principles of inventory control and stock optimization.
- Economic order quantity, reorder points, safety stock, minimum and maximum stock levels.
- Inventory classification methods based on value, movement, criticality, and demand patterns.
- Managing fast-moving, slow-moving, obsolete, critical, and high-value inventory.
- Cycle counting, physical stocktaking, stock reconciliation, and variance investigation.
- Preventing stock discrepancies, shrinkage, loss, duplication, and unauthorized movement.
- Documentation control and inventory records management.
- Practical workshop: building an inventory classification and stock control model.

Day 4: Demand Planning, Procurement Coordination, and Inventory Performance

- Forecasting demand and linking inventory planning with operational requirements.
- Coordinating warehouse activities with procurement, finance, logistics, and user departments.
- Lead time management and supplier performance impact on inventory availability.
- Reducing overstocking, stockouts, emergency purchases, and inventory carrying costs.
- Inventory turnover, service level measurement, stock aging, and availability analysis.
- Warehouse and inventory key performance indicators.
- Reporting inventory performance to management and decision-makers.
- Case study: analyzing inventory performance gaps and developing corrective actions.

Day 5: Digital Warehouse Management, Risk Control, and Continuous Improvement

- Digital transformation in warehouse and inventory management.
- Warehouse management systems and inventory management software applications.
- Barcode systems, item coding, automated tracking, and data accuracy.
- Internal controls for inventory governance, authorization, access, and accountability.
- Warehouse safety, risk management, compliance, and loss prevention.

- Developing standard operating procedures for warehouse and inventory activities.
- Continuous improvement in warehouse productivity, accuracy, and service quality.
- Final workshop: creating a practical warehouse and inventory improvement action plan.

Target Audience

This Warehouse & Inventory Management course is designed for professionals, managers, and executives responsible for warehouse operations, inventory control, logistics, procurement, supply chain, operations, finance, and institutional performance, including:

- Warehouse managers and supervisors.
- Inventory controllers and stock management professionals.
- Procurement and supply chain professionals.
- Logistics and distribution managers.
- Operations managers and department heads.
- Public sector warehouse and stores officers.
- Finance and cost control professionals involved in inventory valuation.
- Internal auditors and compliance officers responsible for inventory control.
- Administrative and operational professionals involved in material planning, stock movement, and warehouse performance.

Course Requirements

This course does not require advanced technical knowledge. However, participants will benefit more if they have basic familiarity with warehouse operations, procurement processes, inventory records, supply chain activities, or operational workflows.

Recommended requirements include:

- Basic understanding of warehouse, stores, procurement, or logistics activities.
- Interest in improving inventory accuracy, warehouse efficiency, and stock control.
- Willingness to participate in practical exercises, case discussions, and group activities.
- Ability to analyze operational challenges related to stock movement, storage, or availability.

- Readiness to apply warehouse and inventory improvement tools within the workplace.

Training Methodology

The training methodology combines executive-level instruction with practical operational application to ensure participants can immediately apply warehouse and inventory management concepts in real organizational environments. The course focuses on improving decision-making, strengthening controls, increasing efficiency, and developing practical solutions to warehouse and inventory challenges.

The methodology includes:

- Expert-led presentations supported by real-world supply chain and warehouse examples.
- Practical exercises on stock classification, inventory control, warehouse layout, and performance indicators.
- Case studies from public sector organizations, large corporations, logistics operations, and institutional warehouses.
- Group discussions on stock discrepancies, overstocking, stockouts, space utilization, and process inefficiencies.
- Hands-on activities for developing warehouse procedures and inventory control models.
- Scenario-based learning focused on operational problem-solving and decision-making.
- Development of a practical warehouse and inventory improvement action plan.

Learning Outcomes

Upon successful completion of this Warehouse & Inventory Management training course, participants will be able to:

- Explain the strategic value of effective warehouse and inventory management.
- Improve warehouse layout, storage practices, and material flow.
- Apply inventory control techniques to optimize stock levels and reduce costs.
- Classify inventory using practical methods that support better decision-making.
- Strengthen stock accuracy through cycle counting, reconciliation, and records control.
- Reduce operational risks related to stockouts, overstocking, obsolete inventory, loss, and shrinkage.
- Develop effective procedures for receiving, storage, issuing, dispatch, and returns.

- Monitor warehouse and inventory performance using relevant indicators and reports.
- Improve coordination between warehouse, procurement, logistics, finance, and operational departments.
- Support continuous improvement and digital transformation in warehouse and inventory management.

Instructor Profile

This course is delivered by an internationally certified expert with extensive practical and consulting experience in warehouse management, inventory control, supply chain operations, logistics management, procurement coordination, stock optimization, warehouse performance improvement, and operational excellence.

The instructor brings strong experience in supporting government entities, ministries, public sector organizations, large corporations, and executive teams in improving warehouse efficiency, reducing inventory costs, strengthening stock governance, enhancing inventory accuracy, developing warehouse procedures, and implementing practical solutions aligned with international best practices and organizational objectives.

Contact Us

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