

# MaST Namibia

Management and Skills Training  
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## Stock & Store Control

### Re: COURSE OUTLINE FOR THE FOLLOWING WORKSHOP

- **Stock and Store Control**
- **Proposed Dates: 24 - 25 October 2023**
- **Venue: Windhoek High School Cafeteria**
- **Facilitator: Derick Vermeulen**
- **Cost: N\$3 675.00 per person (VAT excluded)**

It is with pleasure that I submit the following course outline to you.

### Store & Stock Control

#### Training workshop objectives:

- To give supervisory staff who deal with inventory (stock), stores, warehousing and distribution a general overview of issues relating to stock control, inventory and procurement management.
- To give stores personnel in the different operating companies an opportunity to share and exchange ideas for the practice.
- To give participants a general overview of supply chain management.

## **COURSE CONTENT**

### **1. Stock / Inventory – General concepts**

1.1 Supply change management

1.2 Classification of stock

1.2.1 Cycle stock

1.2.2 Safety or buffer stock

1.2.3 In-transit inventories

1.2.4 Speculative stock

1.2.5 Promotional stock

1.2.6 Seasonal stock

1.2.7 Dead stock

1.3 The reasons for holding inventory

1.3.1 Achieving economies of scale

1.3.2 Minimising uncertainties in the demand and order cycle

1.3.3 Balancing supply and demand

1.3.4 Buffering

1.4 Inventory Carrying costs

1.4.1 Capital costs

1.4.2 Inventory risk costs

1.4.3 Storage space costs

1.4.3.1 Fixed storage costs

1.4.3.2 Variable storage costs

1.4.4 Inventory service costs

1.4.5 Costs caused by insufficient stock

### **2. Processes and operations of a warehouse/store**

2.1 Overview

- 2.1.1 Stock purchasing
- 2.1.2 Inbound transport
- 2.1.3 Receiving bay
- 2.1.4 Transfer of stock into storage
- 2.1.5 Pick face replenishment and let-down of stock
  - 2.1.5.1 Picking
  - 2.1.5.2 Pick face
  - 2.1.5.3 Let-down
- 2.1.6 Order processing
- 2.1.7 Stock picking or picking goods from storage
- 2.1.8 Dispatch assembly area or assembly of the goods to create transport loads
- 2.1.9 Delivery of goods and obtaining Prove of Delivery (POD)
- 2.1.10 POD and billing
- 2.1.11 Return of unwanted goods
- 2.1.12 Stock write-off
- 2.1.13 Stock counting
- 2.2 Efficiency in a warehouse
  - 2.2.1 Principle 1
  - 2.2.2 Principle 2
  - 2.2.3 Principle 3
- 2.3 Safety in stores operations
- 3. Demand management**
  - 3.1 Impact of demand on inventory management
  - 3.2 Demand forecasting
  - 3.3 Qualitative forecasting techniques
  - 3.4 Time series analysis

**3.4.1** Multi period pattern projections

**3.4.2** Single period pattern less projections

**4. Stock management**

**4.1** The Break-Even Analysis

**4.2** Time Costs

**4.3** Competitive Edge of savings

**4.4** Total cost of ownership

**4.5** Cost of Capital

**5. Measuring the effectiveness of inventory management**

**5.1** Quality

**5.2** Performance

**Expected outcomes from attending this training workshop:**

- A better understanding of stores management and stock control processes and procedures
- Understanding of and compliance with minimum standards relating to health and safety in stores.

**DURATION: (2 Days)**

Should you have any queries or require further information, please do not hesitate to contact me.

Kind regards

**Karien Engels**  
**(Manager MaST Namibia)**