

ST. AUGUSTINE UNIVERSITY OF TANZANIA

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MWANZA - TANZANIA

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INVITATION TO ATTEND SHORTCOURSE ON WAREHOUSE MANAGEMENT: STOCK TAKING AND VERIFICATION.

Greetings:

St. Augustine University of Tanzania invites your staff, to attend the named short course on 7th 13th October, 2024 at main campus - Mwanza.

Overview:

This short course provides an in-depth understanding of warehouse management focusing on stock taking and verification processes. Participants will learn essential techniques and best practices to effectively manage inventory, ensure accuracy in stock records, and streamline warehouse operations. Through a combination of theoretical knowledge and practical exercises, participants will develop the skills necessary to conduct efficient stock taking, reconcile discrepancies, and maintain optimal inventory levels.

Contents:

Module 1: Introduction to Warehouse Management

- Overview of warehouse management principles
- Importance of stock taking and verification
- Key challenges in inventory management

Module 2: Stock Taking Methods and Techniques

- Physical stock taking vs. cycle counting
- Barcode scanning and RFID technology
- Manual counting methods and best practices

Module 3: Identifying Discrepancies

- Common causes of discrepancies in stock records
- Techniques for identifying errors and inaccuracies
- Reconciliation processes and procedures

Module 4: Improving Inventory Accuracy

- Strategies for preventing stockouts and overstocking
- Just-in-time inventory management principles
- Implementing effective stock control measures

Module 5: Technology in Stock Management

- Introduction to inventory management software

- Automated stock tracking systems
- Benefits and challenges of technology adoption

Module 6: Developing Stock Taking Procedures

- Creating comprehensive stock taking plans
- Establishing clear roles and responsibilities
- Documenting stock taking processes

Module 7: Communication and Collaboration

- Importance of communication in stock verification
- Collaboration between warehouse staff and other departments
- Resolving conflicts and addressing challenges in stock management

Module 8: Practical Exercises and Case Studies

- Hands-on exercises in stock taking and verification
- Analysis of real-world scenarios and case studies
- Group discussions and problem-solving activities

Who is this for?

- i. Warehouse managers.
- ii. Inventory supervisors.
- iii. Stock controllers.
- iv. Logistics coordinators.
- v. Supply chain managers.
- vi. Operations managers.
- vii. Inventory clerks.
- viii. Warehouse staff members.
- ix. Procurement officers.
- x. Quality assurance personnel

PAYMENT INFORMATION

- Bank Name: CRDB Bank
- Participation fee (per participant) Tsh1,000,000.
- Beneficiary Details: SAUT ACC
- Account Number: 01J1053964002

For more information, please contact

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