



# INSTITUTE OF ACCOUNTANCY ARUSHA



## SHORT COURSE ANNOUNCEMENT

ON

### “THE BEST PRACTICES IN WAREHOUSE & INVENTORY MANAGEMENT”

#### 1.0 Course Background

Best practices in Warehouse & Inventory Management is an intensive and practical crash course that will help participants stay in touch with the most important new concepts and practices in the warehousing/distribution field, allowing them to respond to the ever-changing operational demands created by an ever-expanding global market. Moreover, it is unquestionable that customer service improvement, reduction of inventory levels, increase in productivity, handling of many stock-keeping units, and saving operating space are important for optimization of performance. This course therefore, focuses on optimizing the development, management and maintenance of a supply chain that includes warehousing and inventory management strategy. It enables the procurement and supplies professionals and practitioners to gain command of the key elements of a successful operation and provides a guide to complementing procurement and supplies activities with prudent warehouse & inventory management techniques.

#### 2.0 Course Contents

During the course the following areas will be covered:

General overview of warehouse management (location, design, layout and operations) from supply chain management perspective;

- Warehouse best practices: the world-class stores assessment;
- Inventory management as part of good warehousing;
- Inventory management and performance indicators: financial perspective;
- Customer service to cover overview of customer care, understanding your customer and handling complaints;
- Application of information technology in warehouse (including records management and control).

#### 3.0 Course Rationale

- To recognize the importance of an organized, world-class stores assessment and Best practices in warehouse storage system to meet organizational needs;
- To identify, appreciate and adopt the current trends and best practices in inventory management and supply chain management in general;
- To appreciate the fact that inventory is the largest current asset, if not the largest item on the balance sheet as such its accuracy is of great concern to company's shareholders, internal or external auditors and creditors such as banks and vendors;
- To impart participants with skills on application of customer service in supply chain management and optimization of services to clients;

- To impart participants with skills on application of IT in warehouse and inventory management;
- To attain a higher level of inventory record management.

#### **4.0 Target Group**

This course is meant for senior and middle level officers as indicated below:

- Warehouse and/or distribution managers/officers/supervisors, Inventory controllers, Receiving and Inspection staff, Storekeepers, Accountants, Assistant Accountants, Accounts Assistants/Technicians, Warehouse Clerks (Order pickers and/or Order takers);
- Procurement and Supplies Managers and Officers;
- Those who seek practical approaches to operational challenges in distribution and/or warehouse environment;
- Any other person involved in one way or another in managing the distribution channels.

#### **5.0 Course Fees and Mode of Payment:**

Participation fee is **TZS 1,000,000/= (One Million only)** per participant to cover for tuition fee, training materials, tea/coffee, lunch and one day trip-bonus to ARUSHA NATIONAL PARK for 6 and more participants. A 10% discount will be granted when three (3) or more participants from the same organization, attending the same course, at the same time are all paid for on the same date from the same account. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be by cheque, Telegraphic Transfer (TT), bankers draft or Tanzania Interbank Settlement System (TISS) addressed to: Institute of Accountancy Arusha or direct to the bank account **No. 014103007130 NBC, Arusha Branch. Early registration & payment is highly encouraged and appreciated.**

#### **6.0 Date, Duration and Venue:**

This course will be conducted from **27<sup>th</sup> November – 2<sup>nd</sup> December, 2017 (Six days)** at the Institute of Accountancy Arusha, located at Njiro Hill in Arusha City.

#### **7.0 Contact Persons**

For more details don't hesitate to contact any of the following:

##### **Mr. Martin Mathias Dome (Course Director)**

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##### **Head of Department – Consultancy & Executive Development - Mr. Papias Njaala**

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##### **Course Administrator - Ms. Lilian Minja**

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#### **APPLY TO:**

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