



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
COMPUTERIZATION OF STORES AND INVENTORY

(26TH NOVEMBER - 07TH DECEMBER, 2018 - IAA ARUSHA CAMPUS, ARUSHA)

1.0 Background

Effective stores and inventory management has become a vital requirement to the sustained success of any business. Management and flow of inventory within the supply chain remains key to ensuring successful support to the core objectives of the business. Many Organizations ultimately face huge financial losses due to poor management of inventory and stores. The Information Communication Technologies of the 21st Century present massive opportunities for management of inventory and stores. This calls for proactive roll out of ICT tools that make it easier to manage stores. To this end, officers in this field should be equipped with skills and knowledge, tools and techniques utilize software based solutions.

The stores and inventory management course aims to equip participants with key stores operations and in particular the process of digitalizing inventory and stores management for an effective service delivery in the department. Delegates will interact with a software demo that can automatically classify your items to focus attention, on important items, automatically forecast all items and adjust at a macro or item level, Review ideal order recommendations and create orders at the click of a button, Order the correct materials to fulfill forecast demand, Order from various vendors, to include demand from subsidiary locations, See the big picture regionally, nationally or internationally in multi-currencies.

2.0 Course Objectives

At the end of the course, participants will be able to:

- ✓ Define and utilizes concepts relating to inventory
- ✓ Review current trends and developments in inventory and stores management
- ✓ Effectively control and monitor the movement of stock through the stores environment using software solutions
- ✓ Effectively manage stores and inventory
- ✓ Engage with current best practices in stores management
- ✓ Apply project management approach in effective computerization of stores management
- ✓ Monitor and measure performance of storekeeping

3.0 Mode of Delivery

The training course endeavors to be interactive, practical and action oriented utilizing adult-based pedagogy. Delegates will engage in case studies, discussions and exercises that reflect good practices of stores management. They will develop recommendations and a plan of action moving forward on stores improvement.

4.0 Target Participants

This course is designed for those interested in Procurement and Supplies Management and in particular the Storekeepers, Warehouse Managers, Inventory Control Managers, Procurement officers, Supplies Officers, Procurement and Supplies Auditors, Stock verifiers and any other interested party.

5.0 Course Fees & Mode of Payment:

The fee for the course is **TZS 2,500,000/=** (say **Two Million Five Hundred Thousand Shillings Only**) per participant to cover for tuition fee, training materials, tea/coffee, lunch and **a one day study tour to one of the National Park in Arusha**. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC - Arusha Branch**. **Early registration is highly encouraged and appreciated.**

6.0 Date, Duration and Venue:

This course will be conducted from **26th November - 07th December, 2018 (14 days)** at the IAA Main Campus, located at Njiro Hill Arusha.

7.0 Contact Persons

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

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APPLY TO:

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ARUSHA

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NB:

THE FIRST WEEK WILL COVER THE THEORETICAL ASPECT OF THE SUBJECT MATTER AND THE SECOND WEEK WILL BE PRACTICAL, THUS PARTICIPANTS ARE HEREBY INSTRUCTED TO COME WITH THEIR COMPUTERS FOR THE SAME.