



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
EFFECTIVE STORES AND INVENTORY MANAGEMENT

(20th – 24th May 2019 - IAA ARUSHA CAMPUS, ARUSHA)

1.0 TRAINING 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 Organisations 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. The stores and inventory management course aims to equip participants with key stores operations and stores management for an effective service delivery in the department.

2.0 COURSE CONTENTS

By the end of the training, the 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
- Effectively manage stores and inventory
- Engage with current best practices in stores management
- Monitor and measure performance of storekeeping

3.0 MODE OF DELIVERY

The training course endeavors to be interactive 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 AUDIENCE

This short 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, Stores Clerks and any other interested party.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred Thousand only**) to cover for training material, tea/coffee and lunch. 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 **20th to 24th May 2019 (Five working days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

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

Course Directors

Mr. Isaya Machaine E-mail: imachaine@gmail.com
Cell phone: +255 755 964942 and +255 713 073890

Head of Department – Consultancy & Executive Development

Pamela Chogo E-mail: pchogo@iaa.ac.tz and pamsekela@gmail.com
Cell phone: +255 655 611512 and +255759334659

Course Administrator

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com
Cell phone: +255 782 993 077 and +255 652 379 888

NB: Early confirmation is highly appreciated.

APPLY TO:

The Rector
Institute of Accountancy Arusha
P.O. BOX 2798
Arusha.

E-Mail: iaa@iaa.ac.tz

Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421