Fundamentals of STORES MANAGEMENT

Store Operations play a critical role in the profitability and success of each business. The way stores are managed can impact greatly on the company's bottom line.

This workshop-in-a-box will provide delegates with a complete understanding of current best practices in stores management and importantly, how to apply them effectively in their current environment. The aim of this workshop is empower delegates with the knowledge to increase efficiency, improve productivity and be more customer focused and service oriented.

The content is practical and delegates will learn proven methodologies that can immediately be implemented in their stores or warehouse.

This workshop has been designed for introductory to intermediate level.

WORKSHOP IN-A-BOX

Workshop-in-a-Box is a self-contained multimedia product that offers all the elements of a traditional workshop with the convenience of training where and when you want.

Content is presented by experienced supply chain practitioners and trainers. Information is delivered in a clear and concise manner. This format is not only cost effective & time efficient but also allows you to train unlimited numbers of staff at a fraction of the cost of a traditional workshop. An interactive element has been introduced to encourage users to ask questions on the course material and also learn from other users' Q&A's.

Supply chain is a dynamic industry that is constantly evolving. It is therefore imperative for executives operating in this environment to keep in touch with industry trends, best practices and technological advancements.

Vicenda
Creating quality events for the logistics and supply chain industry

Vicenda is an innovative business information company servicing the logistics and supply chain industry.

We focus on creating platforms for seasoned supply chain practitioners and industry experts to share their experience and insight and offer practical solutions to the business challenges that supply chain executives encounter daily.

Who will benefit from this workshop?

This workshop will benefit operational staff working in the manufacturing, retail, distribution and services industries, specifically with the following job responsibilities:

- Stores Management
- Logistics
- Operations
- Warehouse Management
- Dispatch and receiving
- Order Fulfillment
- Inventory
- Stock Control
- Materials Management
- Distribution
- Purchasing
- Supply Chain Management

Introduction to Stores Management (2h 14min)

- The Changing Business Environment
- The Value Chain
- Organizational Networks
- Typology of Market Structures
- The Supply Function
- Storekeeping
- The Purchasing & Supply Function
- The Logistics Concept
- Materials Management
- Coding of Materials

Receipt, Inspection, Putaway & Storage (1h 41min)

- A Store
- Vendor Quality Rating
- Core Store Processes
- World Class Warehousing Practices
- Warehouse Layout
- Handling Equipment
- The People Factor
- Inbound & Outbound Cycles

Picking, Packing, Issuing & Dispatch (1h 43min)

- Different Approaches to Picking
- Technology & Picking
- Immediate Issue on Presentation of Issue Note
- Mass Production & Employee Issues
- Cost Allocation
- The Role of Packaging
- Global Packaging
- Dispatch Principles & Collections
- Service Level Agreements (SLA'S)

Stock Control, Stock Taking, Records & Systems (1h 13min)

- Company Performance (Financial)
- Ratio Analysis
- Store Records & Systems
- Manual & Computerized Systems
- Stock Records
- Bar Coding
- Materials Accounting & Costing Inputs
- Stock Control Accounts
- Stocktaking
- Centralised vs Decentralised?

Stores Layout, Operations, Housekeeping, Health & Safety (1h 35min)

- Stores Operations
- Safety Requirements
- Product Usage & Information
- Packaging
- Product & Industry Life Cycles
- Ethics & the Environment
- Purchasing Product & Supplier Portfolio
- Bill Of Materials (BOM)
- Maintenance
- People Management

Storage & Materials Handling Equipment (45min)

- Storage Issues & Requirements
- Storage & Retrieval Systems
- Containers, Conveyors & Industrial Vehicles
- Store Flow & Mechanization
- Automatic Identification & Communication Equipment

TOTAL PRESENTATION TIME: 9 hours 11 minutes

WORKSHOP PRESENTER

Mike Johnston graduated with a Bachelor of Science from the UCT and a MBA from the Graduate School of Business at Wits University. He spent 13 years with Tanker Services moving from Management Trainee to Operations Manger for Tanker Services (Natal) to Group Operations Manager.

In 1985, he embarked out on his own as a specialist Transport & Logistics consultant. He has been engaged by numerous companies in South Africa over the past twenty two years to investigate and improve corporate supply chains and operations. This includes issues ranging from logistics & distribution strategy, procurement, order processing, inventory management, warehousing and transportation.
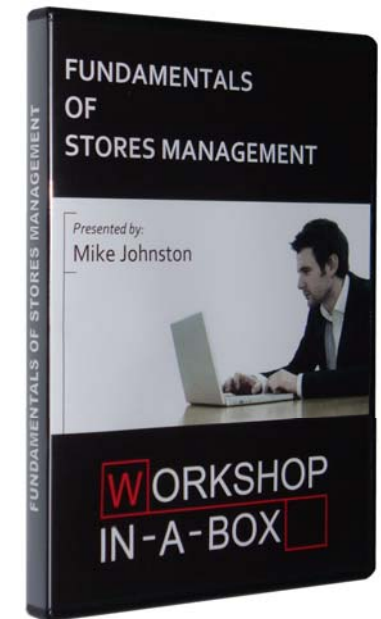
Mike lectures at Damelin College on procurement, logistics & warehousing. He has been involved in numerous related conferences and workshops. He has been a committee member of the Southern African Roundtable of the Council of Supply Chain Management Professionals (CSCMP) and a judge on the Logistics News *Annual Logistics Achiever Awards* since 1996.

WHAT'S THE COST?

The cost for a single copy of Fundamentals of Inventory Management is **R1 680 + vat**. Additional copies of the same title can be purchased at 50% of the original cost at **R840 + vat.**

Purchase of a Workshop-in-a-Box entitles you to:

- Unlimited viewing of the workshop

- Unlimited access to view and learn from online Q&A's that are all session specific

- The opportunity to post questions online to presenters on any part of the course material for the first three months from receipt of workshop.

To order a copy, or to view other titles available or in production, visit
www.vicenda.co.za

For More information, you can contact Karl Murray at:

011 704 5931   or email: **karl@vicenda.co.za**

WORKSHOP-IN-A-BOX is an innovation in supply chain training and content delivery. It offers a cost effective and time efficient way to train your supply chain staff by including all the elements of a traditional workshop:
- ➢ The factual and structured content
- ➢ An experienced presenter
- ➢ The ability to ask questions and also learn from answers to other delegates' questions

HOW DOES IT WORK? Simply insert the course DVD Rom into your computer / laptop (no additional software is needed). All sessions are loaded on the DVD Rom and can be accessed from the main menu. Each session combines video of the presenter together with the course content delivered clearly and timeously. This format is not only cost effective & time efficient but also allows you to train unlimited numbers of staff at a fraction of the cost of a traditional workshop. Content is presented by experienced supply chain practitioners and trainers.

WORKSHOP-IN-A-BOX is not online training but an interactive element has been introduced to encourage users to ask the presenters questions on the course material and also learn from the answers to other users' Q&A's.

FUNCTIONALITY: To enhance the learning experience, we have built additional functionalities into this product:
- ➢ Pause, forward and rewind any presentation
- ➢ Print copies of the presentation slides
- ➢ Post questions to presenters online
- ➢ View other "delegates" Q&A's on each session

SESSION Q&A's: Most of our presenters are practitioners and consultants. Although presenters have committed to answering all questions posted in a reasonable amount of time, the response will not be immediate. Each answer to a posted question is e-mailed directly to the user and posted on the site for the benefit of all users.

SYSTEM REQUIREMENTS: The DVD Rom requires no additional software to run. Screen size and resolution has been optimised for 1024 X 768. This is a common screen size for laptops and desktop screens and also the most common resolution for data projectors.

ACCESS CODES: Each unit comes with a unique code that is printed on the back of your DVD box. This code will allow the user access to the interactive Q&A's.

SCREENSHOT OF SESSION FRONTEND