

# Managing Your Stores

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The aim of this course is to provide learners with the skills and abilities to effectively manage the flow of stock in the store unit in order to enable their organisation to efficiently and effectively satisfy customers.

- ✓ STORAGE CONTROL CHALLENGES
- ✓ CLASSIFYING PRODUCTS
- ✓ RECEIVING AND STORING GOODS FOR SHIPMENT
- ✓ TIME MANAGEMENT
- ✓ HOUSEKEEPING
- ✓ SAFETY IN STORES
- ✓ BAR CODES
- ✓ PICKING SLIPS
- ✓ STOCK LOCATIONS
- ✓ STOCK TAKES
- ✓ PREPARING FOR AND LOADING DELIVERY VEHICLES

At the end of this course learners will be able to:

- Classify products using various methods
- Understand the process of receiving or storing goods for shipment using finished goods receiving reports and delivery reports
- Understand the importance of time management
- Understand the importance of housekeeping and performing weekly housekeeping inspections
- Understand the importance of safety and the elimination of hazards
- Understand the significance of bar codes and the bar code scanning system
- Understand the importance of the information provided by picking slips
- Identify and keep track of where goods are stored
- Understand the purpose and process of performing stock takes
- Understand the process of preparing for delivery and loading delivery vehicles