



PURCHASING, LOGISTICS AND SUPPLY CHAIN

Stores and Stock Control Management

5 day course

Classroom, online or in-house

Course overview

A stores function holds capital in physical form and is judged on whether the right item is available at the moment it is needed. This course covers both halves. Delegates work through stores organisation, location systems and identification, receipt and issue procedures, and the stock records that either reflect reality or quietly diverge from it. Counting is covered properly: cycle counting, full stocktakes, reconciliation and the process causes of a discrepancy, which are almost never counting errors. Obsolescence, slow moving stock and write off are treated as decisions rather than as embarrassments, and the course closes on measuring service level against the capital tied up delivering it.

What you will learn

- Organise a stores with a location and identification system that works
- Operate receipt, issue and return procedures reliably
- Keep stock records that reflect physical reality
- Run cycle counting and reconcile discrepancies to their process cause
- Manage obsolescence, slow moving stock and write off
- Set stock levels against criticality and lead time
- Measure service level against the capital tied up

Who should attend

- Storekeepers, stores supervisors and controllers
- Materials and inventory management staff
- Maintenance planners drawing on stores
- Procurement and supply chain professionals
- Internal auditors reviewing stock

Course outline

- 01 What a stores function is actually for
- 02 Organisation, location systems and identification
- 03 Receipt, issue and return procedures
- 04 Stock records and how they diverge from reality
- 05 Cycle counting and full stocktakes
- 06 Discrepancies and their process causes
- 07 Obsolescence, slow moving stock and write off
- 08 Service level against capital employed

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 25 September 2026	Online	Online	R8,500
28 September to 2 October 2026	Kampala, Uganda	Classroom	USD 1,325
7 to 11 December 2026	Windhoek, Namibia	Classroom	R19,950
25 to 29 January 2027	Lagos, Nigeria	Classroom	USD 1,325



Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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