



Training Course Information Form

Course Information

Course Name: Managing Stores and Get Rid of Idle
Institute/Centre: Port Training Institute **Course Code:** M57
Type: Program Course Workshop
Course Duration: 5 Days 3 Days 1 Days Other
Course Conducted: Local International **Indicate:** A.R.E
Course Venue: Anywhere
Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. Basic concepts of warehouse management, models and records used.
2. Methods and procedures of storage and stock types and determine the optimal size and economic quantity.
3. Supervising warehouses and the role and duties of employees.
4. Control procedures for stores, inventory work and types.
5. The idle and damaged inventory and its effects and how to get rid of it.

Course Objectives:

- Provide the participants with the scientific and practical foundations of the stores work and identify storage procedures and types of inventory and determine the optimal size and quantity, economic and control procedures and inventory work and identify ways and procedures to eliminate stagnant and damaged.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Stores

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- At Least Average

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Registration:

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:

Registration Form

ID/Passport Copy

Photo