



Consulting and Training | Reach New Heights

Course Name

Basic Inventory Management

Sector Name

Procurement & Supply Chain Operations

Document Type

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Basic Inventory Management

Course Introduction

Effective inventory management is a critical operational function that directly impacts cost control, service levels, and organizational efficiency. Poor inventory practices often lead to stock shortages, excess inventory, operational delays, and financial losses. For organizations aiming to improve performance and reliability, building strong inventory fundamentals is no longer optional—it is essential.

BOOST designed the Basic Inventory Management – Basic Level program to provide participants with a clear, structured, and practical understanding of inventory management principles. This course introduces learners to the full inventory cycle, from understanding inventory types and costs to applying basic control techniques and monitoring inventory performance.

The program is specifically structured for professionals who are new to inventory management or who manage inventory as part of their daily responsibilities without formal training. It focuses on building confidence, improving accuracy, and developing disciplined inventory practices that support operational stability.

Through interactive discussions, practical exercises, and real-world examples, participants will gain the knowledge and tools needed to manage inventory more effectively, reduce operational risks, and contribute positively to their organization's overall performance.

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Basic Inventory Management

Target Audience

- ✓ Warehouse and store staff
- ✓ Inventory and stock controllers (junior level)
- ✓ Procurement and supply support staff
- ✓ Operations and production coordinators
- ✓ Administrative staff handling stock records
- ✓ Small business owners managing inventory
- ✓ New employees in logistics or supply chain roles

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Basic Inventory Management

Learning Objectives

- ✓ Understand the purpose, scope, and objectives of inventory management.
- ✓ Identify and distinguish between various types of stock used in operations.
- ✓ Learn basic inventory management methods and how they are applied.
- ✓ Gain an introduction to inventory accounting principles and valuation methods.
- ✓ Develop the foundational skills needed to classify and categorize inventory effectively.

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Basic Inventory Management

Course Outline

✓ DAY 01

Fundamentals of Inventory Management

- ✓ Introduction to inventory management concepts
- ✓ The role of inventory in operational efficiency
- ✓ Types of inventory (raw materials, work-in-progress, finished goods)
- ✓ Inventory flow within the organization
- ✓ Common inventory problems and their business impact
- ✓ Overview of inventory costs and risks

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Basic Inventory Management

Course Outline

✓ Day 02

Inventory Processes and Stock Handling

- ✓ The inventory lifecycle: ordering, receiving, storing, issuing
- ✓ Basic inventory documentation and records
- ✓ Stock receiving and inspection procedures
- ✓ Storage principles and stock organization
- ✓ Stock identification, labeling, and traceability
- ✓ Maintaining accuracy in daily inventory operations

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Basic Inventory Management

Course Outline

✓ Day 03

Inventory Control Techniques

- ✓ Purpose and importance of inventory control
- ✓ Basic stock classification techniques
- ✓ Introduction to inventory counting methods
- ✓ Stock rotation principles (e.g., FIFO)
- ✓ Reorder points and minimum stock levels
- ✓ Preventing stockouts and overstocking

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Basic Inventory Management

Course Outline

✓ Day 04

Inventory Planning and Forecasting Basics

- ✓ Understanding demand and consumption patterns
- ✓ Basic forecasting concepts for inventory planning
- ✓ Lead time and its impact on inventory decisions
- ✓ Safety stock fundamentals
- ✓ Aligning inventory planning with procurement activities
- ✓ Practical exercises in basic inventory planning

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Basic Inventory Management

Course Outline

✓ Day 05

Inventory Performance and Improvement

- ✓ Measuring inventory performance
- ✓ Key inventory performance indicators
- ✓ Stock audits and physical inventory counts
- ✓ Identifying inventory variances and root causes
- ✓ Continuous improvement in inventory practices
- ✓ Action planning for workplace application

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
April 12, 2027	April 16, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
July 12, 2027	July 16, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 11, 2027	Oct. 15, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 8, 2027	Nov. 12, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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