Effective stock planning & stock control is needed to ensure that the business has the right goods on hand to avoid stock-outs, to prevent shrinkage and to provide proper accounting. Many businesses have too much of resources tied up in their major asset, inventory. Worse, they may have their capital tied up in the wrong kind of inventory. Inventory may be old, worn out, shopworn, obsolete, or the wrong sizes or colors, or there may be an imbalance among different product lines that reduces the customer appeal of the total operation.

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAY 1</strong></td>
</tr>
<tr>
<td>Introduction to Inventory Management</td>
</tr>
<tr>
<td>Stock/Inventory Planning : Four (4) major Principle in Inventory Planning</td>
</tr>
<tr>
<td>Stock/Inventory Planning : Measure Stock Performance</td>
</tr>
<tr>
<td>Stock/Inventory Planning : Stock Acquisitions</td>
</tr>
<tr>
<td>Stock/Inventory Planning : Standard Policy &amp; Procedures &amp; Importance Key Performance Indicators</td>
</tr>
</tbody>
</table>

**Objectives**

At the end of the programme, participants will be able to:
- Understand the principle of Stock Planning & Stock Control;
- Apply a systematic approach in managing stock; and
- Conduct a proper stock planning & stock control to improve stock accuracy.

**Trainer**

Ms Siti Zaleha Ismail possesses an MBA from UKM, a BBA(Hons) in Retail Management and Diploma in Banking. Ms Siti is currently the business entrepreneur and training consultant. She has 7 years working experience in the field of HR and 11 years experience in supply chain management inclusive of retailing, purchasing/procurement, contract management and inventory management and having served few organizations such as Atlas Copco, Jaya Jusco, Guardian Pharmacy, PLUS Berhad, PLUS Expressways Berhad, UEM Group/subsidiaries and SapuraKencana Petroleum Berhad before she opt for early retirement in August 2015. Being a purchaser for PLUS Expressway Berhad she has served Expressway Lingkaran Tengah (ELITE), Linkédoo Bhd and Penang Bridge Sdn. Bhd in the area of purchasing and inventory management. She was also the internal trainer for all companies she has worked with and has conducted numerous Human Resources, Purchasing and Inventory related courses for its employees. As a trainer and consultant, Ms Siti Zaleha is an avid believer in continuous learning. Ms Siti is actively conducting entrepreneurship development program for various government ministry and agencies. Among her favorite topic includes Financial & Accounting Management, Retail Operations, Warehouse & Inventory Management, Supply Chain Management, Production & Material Management, Contracts, Procurement & Vendor management and other Purchasing/Inventory related courses. She also served as Trainer for FMM Perak, FMM Kedah/Perlis, FMM Eastern, FMM Malacca and FMM Negeri Sembilan. Besides conducting numerous industrial training, she is also a tutor and part-time lecturer in Open University and Putra Institute of Malacca teaching Human Resources, Marketing and various Business Management subjects. She has been conducting training in those organizations since year 2003.

**Who Should Attend**

Warehouse/Inventory Manager/Executive Supervisor/Storekeeper, Administration Manager/Executive, Purchasing Manager/Executive, Material Controller, Retailer & Small Entrepreneur and who want to take an aggressive, hands-on approach in dealing with material planning, warehouse, retail store and inventory management.

**Administrative Details**

- **Date**: August 7 – 8, 2017 (Mon-Tue)
- **Time**: 8.30 am – 4.30 pm
- **Venue**: FMM Institute
- **Fees**: RM901 per participant
- **Fees include 6% GST charge, course materials, lunch and refreshments**

**Completed registration form with cheque made in favour of FMM Institute should be forwarded to FMM Institute before July 31, 2017.**

**For further enquiries, please contact:**
Ms. Cecilia Pang or Ms. Beatrice Olivia
Tel : 082-332784/7 Fax : 082-332785
E-mail : fmmsarawak@fmm.org.my

SBL Scheme – Please apply to PSMB before the commencement of course.

(Registration of four (4) or more participants from the same organization will enjoy ONE complimentary seat for fifth (5) participants)