



Training Course Information Form

Course Information

Course Name: Developing the Skills of Storekeepers

Institute/Centre: Port Training Institute **Course Code:** M80

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. Administrative management of warehouse and its relationship with other departments.
2. Objectives of warehouse management and classification and coding of stored items.
3. Good inventory planning and specific factors for storage levels.
4. Importance and role of warehouse documents.
5. Inventory works and ways of disposing of stagnant and damaged inventory

Course Objectives:

- Develop the skills of warehouse workers and identify the administrative management of stores, how to prepare the appropriate classification of the stock and identify the types and skill inventory procedures and disposal of idle and damaged inventory.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Warehouse Workers

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