

Short Course Title	Management of Goods In Storage
Course Description	<p>Delegates on this programme will learn all the fundamental aspects of managing any storage department or division within an organization to ensure effective and efficient cost control and maintaining inventories. They will be provided with the necessary knowledge to maintain a productive work environment within a storage section. The following topics will be covered during this short course:</p> <p>Planned Housekeeping within the Warehouse; What are the Key Activities Performed in a Warehouse?; Practical Housekeeping Means Wearing the Correct Clothing; Planned Housekeeping Means Providing a Clean Working Environment, Planned Housekeeping Means Providing a Safe and Secure Working Environment; Storing the Right Items in the Right Place in the Warehouse; Ergonomic Aspects of Efficient Warehousing; Selecting and Preparing Storage Space within the Warehouse; Good Housekeeping Means Motivating One's Staff</p>
Admission Requirements	<p>The minimum admission requirements for admission to the Management of Goods In Storage short course are:</p> <ul style="list-style-type: none"> • Twenty three years of age. • Three years business experience. • Senior certificate or NQF 4 equivalent
Delivery Methodology	Contact Sessions
Duration	36 contact hours / 5 Full days
Price	Refer to BSU Fee Schedule
Enquiry Contact	bsuenquiries@dut.ac.za / 031 -373 5710/5762