



MANAGEMENT OF STOCK AND FIXED ASSETS (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Describe and apply the management of stock and fixed assets in a business unit
Unit Standard ID:	110021
NQF Level:	4
Credit Value:	6

INTRODUCTION

This unit standard is intended for managers of small businesses and junior managers of business units in larger organisations. It provides the background necessary to understand the management of assets and stock in a business unit. The term business unit in this unit standard implies a small business, cost centre, section or department.

Junior managers include, but are not limited to team leaders, supervisors, first line managers and section heads. The positioner term is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

The qualifying learner is capable of:

- Differentiating between fixed assets and stock in a business unit.
- Explaining the influence that stock management can have on the profitability of a business.
- Explaining the management of fixed assets in a business unit.
- Applying the basic principles of stock and fixed asset management to a business unit.

COURSE CONTENT

Differentiate between fixed assets and stock in business

- Concepts are explained with examples
- Fixed assets are identified, and their purpose defined
- Stock is identified and templates drawn up to list these in the individual's unit
- Problems are identified if stock is not controlled
- Planning is done to ensure stock is available
- Identifying problems if there is too much stock
- The implications of how stockpiling impacts the bottom line in the business

How stock management influences profitability

- Stock control is explained with reference to fraud, theft and carelessness
- Two different ways of managing stock are explained with reference to records and stocktaking
- The importance of quality, quantity, time, price and sourcing in stock management is investigated
- Knowledge of the rate stock turnover is calculated so that planning is accurate
- An Economic Ordering Quantity Model (EOQ) is explained and practically applied

Management of Fixed Assets is explained

- Identifying fixed assets from a balance sheet
- Looking at the asset register – 3 case studies
- Valuation of assets and depreciation with regards to investment is discussed
- Reasons for and purpose of depreciation

Applying the Basic Principles of Stock and Fixed Asset Management

- Risk management is quantified
- Applying a system for stock management
- Designing a plan to minimise risk associated with fixed assets

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- | | |
|-------------------------------|-----------------------------|
| ▪ Role plays | ▪ Demonstrations |
| ▪ Break-away sessions | ▪ Questionnaires |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation | ▪ Case studies |

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.



Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

For more information contact us on:

Email: info@kwelangatraining.co.za

Johannesburg: +27 11 704 0720 | Cape Town: +27 21 683 4084

Durban: +27 31 266 2808 | Port Elizabeth: +27 41 368 1500

Website: www.kwelangatraining.co.za