



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

**PUBLIC NOTICE**  
***FIVE DAYS WORKSHOP ON STRATEGIC INVENTORY CONTROL AND  
WAREHOUSE MANAGEMENT IN MODERN WORLD***  
***VENUE: VETA - TABORA***  
***DATES: 09<sup>TH</sup> 13<sup>TH</sup> NOVEMBER, 2020***

**1. Workshop outcome**

Participants will be able to:

- (a) Understand the fundamentals of inventory management control and its contribution to profitability/service delivery efficiency.
- (b) Understand how to forecast more accurately and set up the inventory replenishment cycle, including setting safety stock levels, reorder points, economic order quantities (EOQ) and lead time.
- (c) Understand how to measure inventory management performance using metrics such as inventory turnover, fill rate and various financial ratios.
- (d) Understand how to conduct inventory analysis, including applying ABC analysis/stratification and reduce inventory.
- (e) Understand the inventory risks and mitigation measures.

**2. Who should attend?**

- (a) Warehouse Managers
- (b) Supply Chain Analysts
- (c) Supplies Managers
- (d) Store Managers
- (e) Supplies Officers
- (f) Stock Verifiers
- (g) Auditors
- (h) And any interested parties

### **3. Workshop Contents**

- (a) Overview of the Inventory management
- (b) Importance of inventory and its value in the supply chain
- (c) Inventory analysis techniques e.g. JIT, ABC, VMI and Kanban
- (d) Receiving and put-away process
- (e) Inspection process
- (f) Recording and record management
- (g) Storage facilities and handling material equipment
- (h) Stock level management
- (i) Warehousing technology e.g. RFID, WMS
- (j) Stocktaking and verification
- (k) Contemporary issues
- (l) Case studies

### **4. Course fee:**

**Tshs. 800,000/=** per participant to cover participation fee, training materials, tea/coffee and lunch. Please confirm your participation before **06<sup>th</sup> November, 2020** through the below emails and mobile numbers.

### **5. Application:**

Apply online for this **EVENT** via **PSPTB Online Registration System (ORS)**.

**Click this link <https://registration.psptb.go.tz/> to register.**

### **6. Protective measures against Covid-19**

All protective measures will be taken care as per Ministry of Health, Community Development, Gender, Elderly and Children directives. The space available is only for 30 participants, early confirmation is encouraged.

**NB: All participants will be required to wear masks during training sessions.**

**All participants must come with LAPTOPS**

### **FOR FURTHER DETAILS, CONTACT:**

Executive Director,

PSPTB,

P.O. Box 5993,

**DAR-ES-SALAAM.**

**Mobile: 0738441971/0622731514**

**Email: [info@psptb.go.tz](mailto:info@psptb.go.tz) or [professionals@psptb.go.tz](mailto:professionals@psptb.go.tz)**