



Inventory Management

The main aim of this program is to provide learners with required knowledge, skills, and competencies to control and manage stores and warehouse. Also, Skills needed to communicate effectively as a storekeeper will be developed through practical tasks and activities. Furthermore, the course will equip learners with the skills needed to market oneself by preparing them for successful employment. Thus, the course is designed to ensure that learners is fit to be employed as Storekeeper.

TARGET GROUP

The course is intended for jobseekers who require skills to increase their chances of employment in the field of store management.

BENEFITS OF ATTENDING

Upon completion of this program, participants will gain the knowledge, the principles, and skills of inventory management.

COURSE CONTENTS

The program consists of:

- Warehouse Processes
- Inventory Control
- ICT in Warehouse Operations
- Communication Skill for Business
- Market Yourself

LEARNING AND TEACHING STRATEGIES

The programme is delivered using a PBL philosophy through a mixture of classroom teaching, tutorials, online (web-based), laboratory work, workshops, supervised projects, and workplace experience. Assessment of courses is both formative and summative, and typically includes a mix of, assignments, oral presentations, and project reports. The teaching and learning methods appropriate to this programme include a wide range of different strategies to meet the needs of students and depend on the class numbers and tasks involved. These may include, but are not limited to:

- Instructive lectures
- Facilitated Discussions
- Group discussions
- Tutor-directed assignments
- Tasks performed in the classroom.
- Online exercises, tutorials, and discussion
- Role play
- Videos

- Tutorials
- Visiting speakers

The teaching methods include the provision of learning experiences and opportunities that enhance the transfer of information to aid understanding, and then enable practice to take place through related tasks and the provision of opportunities to apply skills and knowledge.

ASSESSMENT STRATEGIES

- Assessments: Practical test and assignments/Portfolio, Skill demonstration.
- Grading system: Achievement based

CERTIFICATION

- To attain a minimum of 60% pass in the assessments
- Attendance: 20% of the total contact hours absenteeism is allowed.

TRAINING DURATION

3 months/12 weeks (full time training) and 3 months/12 weeks (Work Placement) total is 6 Months

ENTRY REQUIREMENTS

- Secondary school graduate
- Beginner/elementary user of English

FURTHER INFORMATION

For further information or to [register](#) in the program, please visit our [webpage](#):

☎ 17897127

✉ learn@polytechnic.bh