Perpetual Inventory Basics Training Course

Professional Development Training Course Outline

Category	Logistics and Supply Chain Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Perpetual Inventory Basics Training Course is designed to equip participants with essential knowledge and practical skills for effective inventory management in dynamic business environments. Leveraging real-time tracking and automated systems, this course provides participants with the tools to maintain accurate inventory records, optimize stock levels, and reduce discrepancies. Emphasis is placed on integrating modern inventory control techniques with organizational workflows to ensure operational efficiency and cost savings. Participants will explore trending inventory management strategies, gain hands-on experience with perpetual inventory systems, and understand the critical role of inventory accuracy in achieving business objectives.

Effective inventory management is pivotal for operational excellence, financial control, and customer satisfaction. This course emphasizes best practices in stock monitoring, reporting, and reconciliation, fostering data-driven decision-making in procurement and warehouse management. Participants will develop competency in key inventory processes, including stock valuation, movement tracking, and audit preparation. By the end of this training, learners will understand how perpetual inventory systems enhance transparency, prevent stockouts, and enable predictive inventory planning, thereby improving overall supply chain performance.

Programme Curriculum

Perpetual Inventory Basics Training Course

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Course Objectives

1. Understand the fundamentals of perpetual inventory systems
2. Identify the differences between periodic and perpetual inventory methods
3. Learn effective stock tracking techniques
4. Develop skills in real-time inventory monitoring
5. Gain competency in inventory valuation methods
6. Explore trending technologies in inventory management
7. Reduce stock discrepancies through automated systems
8. Enhance accuracy in procurement and warehouse reporting
9. Apply reconciliation techniques for audit readiness
10. Integrate perpetual inventory practices into organizational workflows
11. Improve decision-making using inventory data analysis
12. Optimize stock levels to minimize carrying costs
13. Enhance customer satisfaction through effective inventory management

Organizational Benefits

- Improved inventory accuracy and reliability
- Reduced stock-outs and overstock situations
- Enhanced operational efficiency
- Streamlined procurement processes
- Cost savings in inventory management
- Faster audit and reconciliation processes
- Data-driven decision-making
- Improved reporting and forecasting capabilities
- Increased transparency in stock movements
- Better alignment of inventory with business objectives

Target Audiences

1. Inventory clerks and warehouse staff
2. Procurement officers and supply chain professionals

3. Small and medium business owners
4. Finance and accounting personnel
5. Retail store managers
6. Operations managers
7. Logistics coordinators
8. IT staff supporting inventory systems

Course Duration: 5 days

Course Modules

Module 1: Introduction to Inventory Management

- Overview of inventory management principles
- Importance of inventory accuracy
- Perpetual vs periodic inventory systems
- Role of inventory in supply chain efficiency
- Common inventory challenges
- Case study: Implementing perpetual inventory in a retail chain

Module 2: Perpetual Inventory Fundamentals

- Definition and key concepts
- Inventory tracking methods
- Real-time data recording and monitoring
- Integration with accounting systems
- Benefits to operational efficiency
- Case study: Successful perpetual inventory adoption in a warehouse

Module 3: Inventory Valuation Techniques

- FIFO, LIFO, and weighted average methods
- Impact on financial statements
- Handling damaged or obsolete stock
- Practical exercises in stock valuation
- Common valuation errors and solutions
- Case study: Valuation adjustments in a manufacturing firm

Module 4: Stock Monitoring and Reporting

- Daily stock checks and reporting methods
- Tools for automated inventory monitoring
- Handling stock discrepancies

- Generating management reports
- Analysis of inventory trends
- Case study: Real-time inventory reporting in e-commerce

Module 5: Reconciliation and Audit Preparation

- Understanding reconciliation processes
- Stocktaking techniques
- Preparing for internal and external audits
- Documenting inventory movements
- Corrective measures for discrepancies
- Case study: Audit readiness in a distribution center

Module 6: Technology in Perpetual Inventory

- Inventory management software overview
- Barcode and RFID applications
- Integrating mobile solutions
- Cloud-based inventory tracking
- Emerging trends in inventory technology
- Case study: Implementing RFID tracking in a retail store

Module 7: Optimizing Inventory Levels

- Setting reorder points and safety stock
- Demand forecasting for inventory planning
- Managing slow-moving and fast-moving items
- Reducing carrying costs
- Aligning inventory with sales trends
- Case study: Inventory optimization in a FMCG company

Module 8: Best Practices and Continuous Improvement

- Standard operating procedures for inventory
- Training staff for inventory accuracy
- Continuous monitoring and process improvement
- KPI tracking and performance evaluation
- Implementing feedback loops
- Case study: Continuous improvement in a logistics company

Training Methodology

- Interactive lectures and discussions
- Hands-on exercises with inventory systems
- Practical demonstrations and role plays
- Case study analysis for real-world application
- Group activities for collaborative learning
- Q&A sessions with industry experts

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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