



**May 11-12, 2026 (Monday-Tuesday)**  
**8.45am – 5.00pm** **FMM Institute, Perak**

Every business is now facing the challenge of providing the right level of inventory to meet the production requirement and market demand. This led to firm purchase and hold excessive amount of inventory and maintain bigger storage to keep the stock.

This 2-day course will deal with all aspects of inventory control, store and storage management technique. Through this course participants will be exposed to space management, stock tracking, stock handling and stock control.

**COURSE CONTENTS**

- Receiving
- Offloading
- Checking
- Recording
- Quality Control

**INVENTORY PLANNING & CONTROL OF INVENTORIES**

- Tracking Inventory Movement
  - Inventory Movement Tracking Method

**INTRODUCTION**

- Role of Store
- Storage and Space Management
- People/Team Management
- Forecast, Procure & Inventory Control

- Pick Preparation & Handling Equipment
  - Pick Preparation
  - Picking strategies
  - Picking Equipment

- Balancing Inventory Level based on Demand Pattern
  - Independent vs Dependent Demand
  - Forecasting Techniques

**STORE OPERATION COST & VALUE**

- Material Planning vs Store Operations Planning
- Measuring & Monitoring Store Operation Cost
- Minimize cost & maximize value through;

- Replenishment, Despatch & beyond
  - Checking
  - Ordering
  - Returns Processing
  - Packing & Loading
  - Despatch & Shipping

- Maintain accurate inventory & reduce errors
  - Inventory Accuracy
  - Inventory Counting Techniques
  - When to Count
  - Who Should Count

**STORE LOCATION & LAYOUT**

- Store Location
- Store Size & Capacity
- Store Equipment & Facility
- Stock Arrangement
- Finding additional space

**INVENTORY MANAGEMENT**

- Define Inventory & Stock
  - Inventory vs Stock
  - Types of Inventory
  - Categories of Inventory
  - Classification of Inventory
- Inventory Holding Cost
- Inventory Decision

- Accurate Inventory Update/Record
  - Inventory Check
  - Document Matching
  - Inventory Adjustment
  - Inventory Audit

**WAREHOUSE ACTIVITIES & PROCESSES**

- Receiving & Put Away
  - Preparation

- Value Inventory at Cost
  - Inventory Valuation Techniques
  - Inventory on Balance Sheet
  - Inventory on Income Statement

**OBJECTIVES**

- Understand the role of store and modern concept of store(s)/inventory management to meet customer demand
- Apply and undertake systematic approach forecast inventory requirement, plan for ordering, administer and control inventories at their work place.
- Recognize value added service & various costs associated with storage and inventory management

**LEARNING OUTCOMES**

- Upon completion of the course, participants should be able to:
- identify the current problem which related to storage and inventory management
  - propose and employ basic problem-solving technique to solve the problem
  - measure the storage and inventory performance

**WHO SHOULD ATTEND**

Warehouse/Inventory Manager, Officer, Supervisor & Storekeeper, Administration Manager/Officer, Supervisor, Purchaser, Material Planner, Auditor, Retailer & Small Entrepreneur who want to take an aggressive, hands-on approach in dealing with warehouse/store management.

**TRAINING METHODOLOGY**

Lecture, Group Discussion, Case Study

## TRAINER

**PUAN SITI ZALEHA BINTI ISMAIL** possesses an MBA from UKM, a BBA (Hons) in Retail Management and a Diploma in Banking, both from UiTM. She has more than 15 years of working experience in the fields of training and development, retail, purchasing and procurement. She began her career with Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as the Management Executive (Contract & Procurement) and grew steadily to be the Assistant Manager of Purchasing and Inventory. She was also the Head of Department/Deputy Senior Manager Group Human Resources of an Oil and Gas Services Company.

**PUAN SITI**, a certified trainer registered with PSMB has been actively involved in public training since 2003 and her area of expertise includes Organizational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. Pn Siti has conducted various training programs such as Retail Management, Logistic Management, Marketing Management, Purchasing & Inventory Management, Effective Purchasing Assistant/ Storekeeper, Supply Chain Management, Inventory Control and others Inventory, Purchasing and Retail related courses and motivational courses. She was the Internal Trainer for Plus Expressway and has conducted numerous purchasing and inventory related for its employees. On top of that, she was also invited to conduct training on Mind Aviation/ Motivational and Cross Cultural, Gender & Religion for National Service Program. She is also a part-time Lecturer for open University Malaysia and Institute Putra, Malacca. In the past, she has conducted Training Courses for OPEN University Malaysia, Institut Putra Tell Asia Consulting, KL, Starza Corporation Sdn Bhd, PLUS, and Projek Lebuhraya Utara-Selatan Berhad.

**CLOSING DATE:  
MAY 4, 2026**

## COURSE DETAILS

Date **May 11-12, 2026 (Monday-Tuesday)**  
Time **8.45am - 5.00pm**  
Venue **FMM Institute Perak  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**  
Medium of Instruction **Bahasa Malaysia**  
CPD **14 hours**  
Fees  **Members RM1,134.00/pax**  
 **Non-Members RM1,296.00/pax**  
*(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

### PAYMENT

- Cheques** made in favour of **"FMM Institute"** should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

### CANCELLATION

- Must be in **Writing with Reasons** ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

~ Registration Form ~

## PENGURUSAN STOR DAN INVENTORI YANG BERKESAN

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
	NRIC	HP No	
		Email	
2.	Name	Designation	
	NRIC	HP No	
		Email	
3.	Name	Designation	
	NRIC	HP No	
		Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	