



Goods Receiving and Dispatch

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Goods Receiving and Dispatch

Aim

The aim of this course is for delegates to be able to receive stock in a wholesale/retail or any other organisation, implement security procedures to prevent shrinkage and losses and enhance the efficiency of the supply chain by recording required information on stock being received and dispatched.

About this Course...

To be able to receive stock in a wholesale/retail organisation or division of an organisation, implement security procedures to prevent shrinkage and losses.

Who Should Attend this Course?

This course will benefit all Retail and Warehouse Staff, and anyone who receives stock for an organisation.

Outcome

At the end of this workshop the delegates will be equipped with the necessary knowledge as above plus they will understand their accountability toward the company's policy regarding stock losses.

SAQA US ID	NQF Level	Credits	US Title
114896	3	12	Receive stock

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Content

Topic	Key Learning Points
The Background	• An holistic understanding of the entire process of goods receiving and dispatch • Why it is important to have a methodical approach
Where it All Starts	• The initial link in the chain
Flow Diagrams	• The process illustrated and made relevant to the organisation • Put it into practice
Goods Receiving Procedure	• Preparing for a delivery • Theory and practical are completed to embed the learning
Unpacking of Stock	• Seven steps for the correct unpacking of stock • Theory and practical are completed to embed the learning
Processing of New Merchandise	• Eight steps for the processing of new merchandise received • Theory and practical, both manual and computerized systems are discussed
Procedure for Dispatching of Stock	• Learning both the correct and incorrect procedure • Theory and practical, both manual and computerised systems are discussed
Stock Loss in the Receiving/Dispatch Area	• Putting procedures in place in order to manage this issue effectively

Duration: 1-Day

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)[Enneagram: Insight to Action](#)