

# THE WORLD HAS CHANGED STOREKEEPER /EXECUTIVE in ACTION



## THE WORLD HAS CHANGED

The IMPOSSIBLE Happened! A Worldwide Shutdown 2020; this CHANGES EVERYTHING in Shipping and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more 'adept' companies will achieve Profits Faster. We MUST expect Supply Chain Disruptions, Vendor Financial Meltdown, Lack of Materials, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

The STOREKEEPING RESET means a CHANGE in Working Styles, Operational Competency and Mental Toughness to Implement Store Initiatives – through 'New' Focus, Operational Efficiency, Administration and Value-Added Reporting – It requires a Paradigm Shift!

## SCOTS LEARNING OBJECTIVE

### Scots Skill ONE

Implement New Work Habits –Develop Positive Health/Safety Work Culture

### Scots Skill TWO

Store Documents Recording and Filing to Expedite Document Retrieval!

### Scots Skill THREE

Implement Stock Picker OJT to Pick RIGHT Stock, Location and Time

### Scots Skill FOUR

Pro-Active Action to Resolve Inaccurate Stock Count and Prevent Future Errors!

### Scots Skill FIVE

Stock Location Address Mapping – Identify Blocks, Rows, Columns, Shelves, Labels, etc.

### Scots Skill SIX

Daily Physical Stock Check – Sampling Check, High Value Items and Stock Check Schedule!

### Scots Skill SEVEN

Develop Assertive Storekeeping Styles – Getting Things Done Through People!

### Scots Skill EIGHT

Develop Result-Focused Storekeeping Reports for Management Meetings!

## WHO SHOULD ATTEND?

Warehouse, Inventory, Transport, Logistics, Supply Chain, Material Planning – Executives, Managers and People involved in Warehouse and Stock Management



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The World Has Changed – Store Health/Safety Focus  
and Storekeeping Productivity!



## PART A – STOREKEEPER/EXECUTIVE in ACTION – THE WORLD HAS CHANGED

- 1. The World Has Changed 2020** – Shipping Work Relationship, Diplomacy vs Threat, Limited Shipment, Delays, etc.
- 2. Storekeeper/Executive in Action Post-Covid 19** – Avoid 'Shutdowns', Prioritise Health/Safety and Delivery Failures!

## PART B – 'NEW NORMAL' STOREKEEPING and STORE SAFETY/HEALTH FOCUS

### 1. RESET STORE OPERATIONS – IMPLEMENT SAFETY/HEALTH PROTOCOL

- A. Reset 'Old Store Practices'** – Avoid 'Shutdown' with Staffs Temperature Checks and Safety/Health PPEs
- B. Set Health/Safety Housekeeping Protocols** – Social Distancing and Change Store Layout during Down Time!

- C. Scots Skill ONE** – Implement New Work Habits – Develop Positive Health/Safety Work Culture

### 2. STORE DOCUMENTATION CONTROL and ADMINISTRATION

- A. Store Control Documents** – Goods Receive Note, Delivery Order, Purchase Order, Stock Requisition, Stock Card, etc.
- B. Storekeeper/Executive Control and Follow-up** – Verify, Daily Update and Accurate Stock Records

- C. Scots Skill TWO** – Store Documents Recording and Filing to Expedite Document Retrieval!

## PART C – DYNAMIC STOREKEEPING STRATEGIES

### 3. STOCK CODING and CLASSIFICATION STRATEGY

- A. Practical Stock Coding Techniques** – Categorise Manufactured/Finished Parts, Raw Materials and WIP
- B. Material Coding and Classifications** – Alphabetical, Numerical, Supplier Reference, Labelling, Colour, Markings, etc.

- C. Scots Skill THREE** – Implement Stock Picker OJT to Pick RIGHT Stock, Location and Time

### 4. STOCK RECEIVING/ON-TIME DELIVERY STRATEGY

- A. Stock Receiving/Delivery Mistake Proofing** – Unloading, Unpacking, Inspecting, Reporting and Confirmation
- B. Storekeeper/Executive Store Responsibility** – 100% Accuracy, RIGHT Stock, Right Location and Right Time!

- C. Scots Skill FOUR** – Pro-Active Action to Resolve Inaccurate Stock Count and Prevent Future Errors!

### 5. MATERIAL/STOCK STORAGE STRATEGY

- A. Review Store Layout Efficiency** – Incoming/Outgoing Stocks, Back-Tracking, Staff Movement, Space Utilisation, etc.
- B. Storage Methods and Equipments** – Special Protection, Heat/Cold Sensitive, High Value, Racking, Pallets, etc.

- C. Scots Skill FIVE** – Stock Location Address Mapping – Identify Blocks, Rows, Columns, Shelves, Labels, etc.

### 6. PHYSICAL STOCK COUNT and CONTROL STRATEGY

- A. Inaccurate Stock Count Causes** – Infrequent Audit, Posting Delay, Wrong Count, Missing Documents, etc.
- B. Storekeeper/Executive Stock Control Discipline** – Regular Stock Count, Daily Updates and Weekly Review

- C. Scots Skill SIX** – Daily Physical Stock Check – Sampling Check, High Value Items and Stock Check Schedule!

## PART D – STOREKEEPER/EXECUTIVE LEADERSHIP and MANAGEMENT

### 7. LEADERSHIP and PEOPLE MANAGEMENT STYLES

- A. Storekeeper/Executive Leadership Styles** – Right Style/People (Autocratic, Team, Interactive and Superior)
- B. Manage Difficult People in Difficult Times** – Store Staffs, Customers, Top Management, Suppliers, etc.

- C. Scots Skill SEVEN** – Develop Assertive Storekeeping Styles – Getting Things Done Through People!

### 8. STORE/WAREHOUSE PERFORMANCE REPORTING

- A. Result-Focused Storekeeper/Executive** – Implement Store Action Plan and Report Performance!
- B. Develop Critical Storekeeping Reports** – Prepare and Present Stock and Store Reports to Top Management!

- C. Scots Skill EIGHT** – Develop Result-Focused Storekeeping Reports for Management Meetings!