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Global Learning for Operational Leaders



ADMINISTRATION AND SECRETARIAL | AS-038

# Inventory and Office Supplies Control


## Contact

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# Course content

## Why Attend

Office supplies, consumables and small equipment rarely attract board-level attention, yet poorly controlled stock quietly drains budgets through over-ordering, waste, emergency purchases and unrecorded losses. At the same time, running out of essential items disrupts daily work and frustrates colleagues who depend on a well-run office.

This Inventory and Office Supplies Control training course gives administrators a structured, practical approach to managing office stock. Participants learn how to classify items, set reorder levels, organise storage, record issues and receipts, work with approved suppliers and use simple tools to track consumption and cost.

## Course Methodology

• The course combines short explanations with hands-on exercises. Participants classify a sample stock list, calculate reorder levels from consumption data, design a simple stock record in a spreadsheet, plan a stock count and analyse a supplies spending report. Group discussion draws on the participants' own offices and challenges.

## Course Objectives

• Explain why disciplined supplies control matters for cost, service and accountability

• Classify office stock and decide which items need close control

• Set minimum, maximum and reorder levels based on actual consumption

• Organise storage areas for safety, visibility and easy retrieval

• Record receipts, issues and returns accurately using simple systems

• Plan and carry out stock counts and reconcile differences

## Target Audience

• Office managers and office coordinators

• Administrative officers responsible for stationery and consumables

• Facilities and general services staff

# Course content

- Store keepers in office environments

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# Course outline

## Detailed course outline

Day-by-day outline for Inventory and Office Supplies Control.

### Day 1 - The Purpose and Scope of Office Stock Control

• 09:00-09:39 | The hidden costs of uncontrolled office supplies and consumables

• 09:39-10:18 | What counts as office inventory: consumables, spares and small equipment

• 10:18-10:57 | Roles and responsibilities for ordering, storing and issuing items

• 10:57-11:00 | Linking supplies control to budgets, service levels and audit

• 11:00-11:30 | Coffee break

• 11:30-12:06 | Linking supplies control to budgets, service levels and audit (continued)

• 12:06-12:44 | Common problems: duplication, hoarding, stock-outs and losses

• 12:44-13:22 | Mapping the current supplies process in your own office

• 13:22-14:00 | Setting realistic objectives for improving supplies control

### Day 2 - Classifying Items and Setting Stock Levels

• 09:00-09:30 | ABC analysis to focus effort on the items that matter most

• 09:30-10:00 | Standardising item names, units of measure and descriptions

• 10:00-10:30 | Reading consumption patterns from past issues and invoices

• 10:30-11:00 | Calculating minimum, maximum and reorder levels in practice

• 11:00-11:30 | Coffee break

• 11:30-12:00 | Calculating minimum, maximum and reorder levels in practice (continued)

• 12:00-12:30 | Lead times, safety stock and seasonal changes in demand

• 12:30-13:00 | Reducing the range of items through standard choices

• 13:00-14:00 | Exercise: setting stock levels for a sample office stock list

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Day-by-day outline for Inventory and Office Supplies Control.

### Day 3 - Storage, Recording and Issuing

• 09:00-10:00 | Designing a safe, tidy and well-labelled stationery store

• 10:00-10:30 | Storing paper, toner, cleaning products and electronics correctly

• 10:30-11:00 | Recording goods received and checking deliveries against orders

• 11:00-11:30 | Coffee break

• 11:30-12:00 | Issuing procedures, request forms and authorisation limits

• 12:00-12:30 | Simple stock records using spreadsheets and office systems

• 12:30-13:00 | Tracking portable equipment with an asset register and tags

• 13:00-14:00 | Exercise: building a basic stock card and issue log

### Day 4 - Suppliers, Ordering and Stock Counts

• 09:00-09:34 | Working with approved suppliers, framework contracts and catalogues

• 09:34-10:08 | Raising orders that follow purchasing rules and budget limits

• 10:08-10:42 | Comparing price, quality, delivery and service performance

• 10:42-11:00 | Planning periodic and cycle stock counts with minimal disruption

• 11:00-11:30 | Coffee break

• 11:30-11:46 | Planning periodic and cycle stock counts with minimal disruption (continued)

• 11:46-12:20 | Investigating and reconciling differences between records and counts

• 12:20-12:53 | Dealing with damaged, expired and obsolete items

• 12:53-14:00 | Exercise: planning and reconciling a stock count

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Day-by-day outline for Inventory and Office Supplies Control.

### Day 5 - Reporting, Savings and Sustainability

- 09:00-09:39 | Key measures: spend per employee, stock turnover and stock-outs
- 09:39-10:18 | Presenting a clear monthly supplies report to management
- 10:18-10:57 | Identifying savings through consolidation and standardisation
- 10:57-11:00 | Reducing paper, print and consumable waste across the office
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Reducing paper, print and consumable waste across the office (continued)
- 12:06-12:44 | Choosing sustainable products and responsible disposal options
- 12:44-13:22 | Encouraging colleagues to follow supplies procedures willingly
- 13:22-14:00 | Personal action plan for improving supplies control at work

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# Seminar dates

## Available seminar dates

Live dates and pricing for Inventory and Office Supplies Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 21 - 25 December 2026 | London | Classroom | **€2,915** |
| 7 - 11 December 2026 | Barcelona | Classroom | **€2,275** |
| 14 - 18 December 2026 | Frankfurt | Classroom | **€2,175** |
| 18 - 22 January 2027 | London | Classroom | **€2,915** |
| 25 - 29 January 2027 | Barcelona | Classroom | **€2,275** |
| 4 - 8 January 2027 | Frankfurt | Classroom | **€2,175** |
| 11 - 15 January 2027 | Rome | Classroom | **€2,830** |
| 22 - 26 February 2027 | London | Classroom | **€2,915** |
| 1 - 5 February 2027 | Barcelona | Classroom | **€2,275** |
| 8 - 12 February 2027 | Frankfurt | Classroom | **€2,175** |

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# Seminar dates

## Available seminar dates

Live dates and pricing for Inventory and Office Supplies Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 15 - 19 February 2027 | Vienna | Classroom | **€3,425** |
| 1 - 5 March 2027 | London | Classroom | **€2,915** |
| 8 - 12 March 2027 | Barcelona | Classroom | **€2,275** |
| 15 - 19 March 2027 | Frankfurt | Classroom | **€2,175** |
| 22 - 26 March 2027 | Amsterdam | Classroom | **€3,215** |
| 12 - 16 April 2027 | London | Classroom | **€2,915** |
| 19 - 23 April 2027 | Barcelona | Classroom | **€2,275** |
| 26 - 30 April 2027 | Frankfurt | Classroom | **€2,175** |
| 5 - 9 April 2027 | Cape Town | Classroom | **€1,825** |
| 17 - 21 May 2027 | London | Classroom | **€2,915** |

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# Seminar dates

## Available seminar dates

Live dates and pricing for Inventory and Office Supplies Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 24 - 28 May 2027 | Barcelona | Classroom | **€2,275** |
| 3 - 7 May 2027 | Frankfurt | Classroom | **€2,175** |
| 10 - 14 May 2027 | Dubai | Classroom | **€2,845** |
| 21 - 25 June 2027 | London | Classroom | **€2,915** |
| 7 - 11 June 2027 | Barcelona | Classroom | **€2,275** |
| 14 - 18 June 2027 | Frankfurt | Classroom | **€2,175** |
| 5 - 9 July 2027 | London | Classroom | **€2,915** |
| 12 - 16 July 2027 | Barcelona | Classroom | **€2,275** |
| 19 - 23 July 2027 | Frankfurt | Classroom | **€2,175** |
| 26 - 30 July 2027 | Istanbul | Classroom | **€2,825** |

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# Seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 9 - 13 August 2027 | London | Classroom | **€2,915** |
| 16 - 20 August 2027 | Barcelona | Classroom | **€2,275** |
| 23 - 27 August 2027 | Frankfurt | Classroom | **€2,175** |
| 2 - 6 August 2027 | Kuala lumpur | Classroom | **€2,425** |
| 20 - 24 September 2027 | London | Classroom | **€2,915** |
| 6 - 10 September 2027 | Barcelona | Classroom | **€2,275** |
| 13 - 17 September 2027 | Frankfurt | Classroom | **€2,175** |
| 25 - 29 October 2027 | London | Classroom | **€2,915** |
| 4 - 8 October 2027 | Barcelona | Classroom | **€2,275** |
| 11 - 15 October 2027 | Frankfurt | Classroom | **€2,175** |

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# Seminar dates

## Available seminar dates

Live dates and pricing for Inventory and Office Supplies Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 18 - 22 October 2027 | Munich | Classroom | **€2,425** |
| 1 - 5 November 2027 | London | Classroom | **€2,915** |
| 8 - 12 November 2027 | Barcelona | Classroom | **€2,275** |
| 15 - 19 November 2027 | Frankfurt | Classroom | **€2,175** |
| 22 - 26 November 2027 | Paris | Classroom | **€2,810** |
| 13 - 17 December 2027 | London | Classroom | **€2,915** |
| 20 - 24 December 2027 | Barcelona | Classroom | **€2,275** |
| 27 - 31 December 2027 | Frankfurt | Classroom | **€2,175** |
| 6 - 10 December 2027 | Rome | Classroom | **€2,830** |
| 21 - 25 December 2026 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 7 - 11 December 2026 | Online / Live | Online / Live | **€1,625** |
| 14 - 18 December 2026 | Online / Live | Online / Live | **€1,625** |
| 18 - 22 January 2027 | Online / Live | Online / Live | **€1,625** |
| 25 - 29 January 2027 | Online / Live | Online / Live | **€1,625** |
| 4 - 8 January 2027 | Online / Live | Online / Live | **€1,625** |
| 11 - 15 January 2027 | Online / Live | Online / Live | **€1,625** |
| 22 - 26 February 2027 | Online / Live | Online / Live | **€1,625** |
| 1 - 5 February 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 February 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 February 2027 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 1 - 5 March 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 March 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 March 2027 | Online / Live | Online / Live | **€1,625** |
| 22 - 26 March 2027 | Online / Live | Online / Live | **€1,625** |
| 12 - 16 April 2027 | Online / Live | Online / Live | **€1,625** |
| 19 - 23 April 2027 | Online / Live | Online / Live | **€1,625** |
| 26 - 30 April 2027 | Online / Live | Online / Live | **€1,625** |
| 5 - 9 April 2027 | Online / Live | Online / Live | **€1,625** |
| 17 - 21 May 2027 | Online / Live | Online / Live | **€1,625** |
| 24 - 28 May 2027 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 3 - 7 May 2027 | Online / Live | Online / Live | **€1,625** |
| 10 - 14 May 2027 | Online / Live | Online / Live | **€1,625** |
| 21 - 25 June 2027 | Online / Live | Online / Live | **€1,625** |
| 7 - 11 June 2027 | Online / Live | Online / Live | **€1,625** |
| 14 - 18 June 2027 | Online / Live | Online / Live | **€1,625** |
| 5 - 9 July 2027 | Online / Live | Online / Live | **€1,625** |
| 12 - 16 July 2027 | Online / Live | Online / Live | **€1,625** |
| 19 - 23 July 2027 | Online / Live | Online / Live | **€1,625** |
| 26 - 30 July 2027 | Online / Live | Online / Live | **€1,625** |
| 9 - 13 August 2027 | Online / Live | Online / Live | **€1,625** |

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# Seminar dates

## Available seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 16 - 20 August 2027 | Online / Live | Online / Live | **€1,625** |
| 23 - 27 August 2027 | Online / Live | Online / Live | **€1,625** |
| 2 - 6 August 2027 | Online / Live | Online / Live | **€1,625** |
| 20 - 24 September 2027 | Online / Live | Online / Live | **€1,625** |
| 6 - 10 September 2027 | Online / Live | Online / Live | **€1,625** |
| 13 - 17 September 2027 | Online / Live | Online / Live | **€1,625** |
| 25 - 29 October 2027 | Online / Live | Online / Live | **€1,625** |
| 4 - 8 October 2027 | Online / Live | Online / Live | **€1,625** |
| 11 - 15 October 2027 | Online / Live | Online / Live | **€1,625** |
| 18 - 22 October 2027 | Online / Live | Online / Live | **€1,625** |

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# Seminar dates

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Live dates and pricing for Inventory and Office Supplies Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 1 - 5 November 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 November 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 November 2027 | Online / Live | Online / Live | **€1,625** |
| 22 - 26 November 2027 | Online / Live | Online / Live | **€1,625** |
| 13 - 17 December 2027 | Online / Live | Online / Live | **€1,625** |
| 20 - 24 December 2027 | Online / Live | Online / Live | **€1,625** |
| 27 - 31 December 2027 | Online / Live | Online / Live | **€1,625** |
| 6 - 10 December 2027 | Online / Live | Online / Live | **€1,625** |