

Inventory Management & Storage Management

Module Five

Session Guide

Session 3 Inventory Management and Storage Management

Objectives

At the end of the session, participants will be able to:

1. Show improved understanding and application of the MAC standards; and
2. Apply techniques in inventory stock-taking, control, and monitoring

Equipment & Materials Needed

Inventory Management Exercise Kit/Pack:
Tear Sheets or Kraft Paper
Easel or masking tape
Pentel Pens

Duration: 45 mn

The module must be site specific:

The fish list and the order form must be site specific.

The inventory form must be given with the beginning balance and delivery column already filled out.

Duration	Methodology	Learner
30 mn	<p>Topic: Inventory Management Controls for the Aquarium Fish Trade</p> <p><u>Exercise:</u> Inventory Stock-taking and Monitoring</p> <ul style="list-style-type: none"> • Explain objectives and procedures of the session. • Divide class into three groups. • Only trainer will know total inventory count. • Ask participants to count and record the items in the logbook. • First available stocks to be counted are those that have been newly caught and are still in the boat, ready to be placed into stocking jars. Ask participants to record data on the inventory sheet in the beginning balance section. See Exhibit 3a. • Trainer is provided with the Exhibit 3b – Guide for Inventory Counts. • Start a new scenario, in which more fishermen arrive to put their catches in the holding area. The trainer will act as the screener, and announce that a number of stocks turn out to be rejects; he writes how many on a flip board paper. Participants will then be asked to dispose of these stocks. Ask them to record in the inventory sheet, in the delivery and reject section. • The trainer will then announce that a number of fish have died, and writes how many on the flip board. Participants will then be asked to dispose of those stocks. Ask them to record in the inventory sheet, in the mortality section. • The trainer will announce next that there are some stocks lost, and again write how many on the flip board. Participants will then be asked to dispose of those stocks. Ask them to record in the inventory sheet, in the loss section. • The participants are then provided with a copy of the Order Form (See Exhibit 4) to 	<ul style="list-style-type: none"> • Conduct inventory counts and inventory control based on instructions • Share experience, problems encountered, and solutions made • React to experiences of other groups • Ask relevant questions

Duration	Methodology	Learner
	<p>prepare dispatch. Ask participants to pack according to the order. Ask them to record data in the inventory sheet.</p> <ul style="list-style-type: none"> • Finally, ask participants to count the remaining stocks. Ask them to record in the inventory sheet. • After all groups have completed stock-taking and monitoring, they give the results of their counts. • Trainer reveals initial count, new deliveries, rejects, mortality, losses, and then ending balance. • Process outputs: what was the process of stock-taking, what problems were encountered, and why did these happen? <p>Give quick FAQs on inventory management controls.</p> <p>Use the leaflets as your handouts.</p> <p>Refer to your reading materials for technical details of the topic.</p>	
15 mn	<p>Topic: Holding Area/Storage Management</p> <p>Lecture/discussions</p> <ul style="list-style-type: none"> • Holding Area, and Storage Facility Location and Layout • Facility Capacity Planning and Management <p>Refer to your reading materials for technical details of the topic.</p> <p>Inform the participants that, while they have to know the basic principles of Storage Management, they will be provided with a Reference Table that contains a ready made computation. Explain how to use the table.</p> <p>Use the leaflets as your handouts.</p> <p>Provide Reference Table for holding bay sizes and fish volume capacity in poster format</p>	Become aware of the basic principles.

**Exhibit 3a
Inventory Sheet**

LOCAL	Beginning balance			Delivery			Reject			Loss			Mortality			Balance Before Dispatch			Dispatch -ed			Ending Balance		
	s	m	l	s	m	l	s	m	l	s	m	l	s	m	l	s	m	l	s	m	l	s	m	l
Angel BK / <i>C. bicolor</i>																								
Angel Batman / <i>P. imperator</i>																								
Abu liris / <i>C. eibli</i>																								
Angel doreng / <i>P. diacanthus</i>																								
Leter enam / <i>P. hepatus</i>																								
Burung laut / <i>Z. scopas</i>																								
Moyong Asli / <i>F. flavissimus</i>																								
Botana kuning / <i>A. olivaceus</i>																								
Klein liris / <i>P. hexataenia</i>																								
Kelin kuning / <i>H. chrysus</i>																								
Dokter B / <i>L. dimidiatus</i>																								
Jahe jahe / <i>C. viridis</i>																								
Clownfish / <i>A. ocellaris</i>																								
Giropassir / <i>A. clarkii</i>																								
Mandarin B / <i>S. picturatus</i>																								

Exhibit 4

Species Name	Small	Med	Large
Angel BK / <i>C. bicolor</i>	25	50	3
Angel Batman / <i>P. imperator</i>	3	32	5
Abu liris / <i>C. eibli</i>	36	25	0
Angel doreng / <i>P. diacanthus</i>	101	0	2
Leter enam / <i>P. hepatus</i>	27	60	0
Burung laut / <i>Z. scopas</i>	0	22	2
Moyong Asli / <i>F. flavissimus</i>	55	53	0
Botana kuning / <i>A. olivaceus</i>	20	13	2
Klein liris / <i>P. hexataenia</i>	11	0	0
Kelin kuning / <i>H. chrysus</i>	32	0	3
Dokter B / <i>L. dimidiatus</i>	41	46	0
Jahe jahe / <i>C. viridis</i>	26	35	0
Clownfish / <i>A. ocellaris</i>	0	39	0
Giropassir / <i>A. clarkii</i>	37	13	0
Mandarin B / <i>S. picturatus</i>	19	15	3