



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 10 May 2026 To 14 May 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

Effective management of office supplies and inventory is crucial for ensuring smooth business operations and optimizing resource utilization. This comprehensive 5-day course is designed to equip participants with the knowledge and skills required to efficiently manage office supplies, develop an inventory system, and implement best practices for tracking and controlling office resources. Participants will gain insights into strategic planning, cost control measures, and sustainability practices.

### Objectives

- Understand the fundamentals of office supply management.
- Develop an efficient inventory tracking system.
- Implement effective cost control measures for office resources.
- Apply best practices in inventory management and sustainability.
- Enhance decision-making skills for inventory-related issues.

## Course Outlines

### Day 1: Introduction to Office Supplies Management

- Overview of office supplies and inventory management.
- Identifying the needs and demands of office supplies.
- Setting up an effective office supplies management system.
- Methods for tracking office supplies usage and trends.
- Challenges and opportunities in managing office inventory.

### Day 2: Developing an Inventory Tracking System

- Components of an efficient inventory tracking system.
- Utilizing technology and software for inventory management.
- Best practices for data collection and management.
- Setting up reorder points and maintaining optimal stock levels.
- Analyzing inventory data for strategic decision making.

### Day 3: Cost Control and Budgeting

- Understanding the financial impact of office supplies on the business.
- Strategies for reducing costs and avoiding wastage.
- Budgeting for office supplies and inventory.
- Negotiating with suppliers for better terms and discounts.
- Forecasting and managing unexpected supply expenses.

### Day 4: Best Practices in Inventory Management

- Life cycle management for office supplies.
- Implementing a just-in-time inventory system.
- Inventory auditing and control procedures.
- Improving workflows and processes for inventory management.
- Case studies of successful inventory management systems.

## **Day 5: Sustainability and Future Planning**

- Green practices in office supplies management.
- Reducing environmental impact through efficient inventory practices.
- Planning for future inventory needs and technology integration.
- Training staff in sustainable inventory practices.
- Evaluating and adapting to changing business needs in inventory management.