

Retail Management - Store Operations

Automate back office functions and streamline store operations...

This course will show key staff how to set storewide configuration options, effectively manage inventory, perform customer or supplier maintenance. Staff will be empowered to make decisions with confidence using the accurate reporting tools available.

Who Should Attend:

- Anyone associated with Store Operations Management. Store Managers, and 2IC's.

Pre-Requisites:

- Knowledge of Windows and internal processes.

What to Bring:

- Top 3 objectives for this course.



Duration: Full Day
 Cost: \$1500 + GST + Travel
 +\$50 for extra attendees



At the end of this course participants will have covered the following:

Time Allocated (mins)	Competencies
60	Navigate the user interface to access windows. Interpret and apply Store wide configuration options. Understand and set security levels for employees.
30	Configure new registers for stores and apply relevant formats.
45	Perform miscellaneous maintenance tasks when required. For example creating new cashier records, creating additional tenders or reason codes.
60	Perform more frequent maintenance tasks such as Customer, Supplier or Inventory maintenance or creation.
60	Understand the Purchasing process including Purchase Orders and Stock receiving
60	Understand Inventory management including Transfers and Inventory counts. Understand managing inventory offline.
30	Produce accurate and timely reports.