



BUSINESS & FINANCES

MASTER CLASS



**DISPATCHING &
RECEIVING CLERK**

99446



BOOK NOW



2 Day Course



**Classroom & Online
Training**



Certificate of Attendance

ABOUT THIS COURSE

The Dispatching and Receiving Clerk Master Class is designed to equip learners with the essential knowledge and practical skills required to operate effectively within warehouse, retail, and supply chain environments. This course focuses on the critical processes of receiving, checking, recording, and dispatching stock while ensuring accuracy and minimising losses within an organisation.

Participants will gain a solid understanding of how goods move through the supply chain, including the flow of stock, information, and documentation. The programme covers key operational areas such as verifying deliveries, handling discrepancies, maintaining accurate records, and preparing goods for dispatch in line with organisational procedures. In addition, the course emphasises the importance of loss prevention, housekeeping standards, and workplace efficiency.



Target Audience

- Aspiring Project
- Managers
- Junior Project
- Managers
- Team Leaders
- Supervisors
- Professionals
- projects

PRICE

ONLINE: Request a Quote

CLASSROOM: Request a Quote

(Includes snacks and beverages – only applicable to classroom bookings)

DAY ONE OVERVIEW

SMART ZONE

RECEIVING & DISPATCH ENVIRONMENT

- Understand the supply chain and stock flow
- Identify key role players in receiving and dispatching

STOCK CONTROL & INVENTORY BASICS

- Understand stock movement and record keeping
- Learn the importance of accurate stock control

RECEIVING & CHECKING DELIVERIES

- Receive and record deliveries correctly
- Verify stock against documentation
- Identify discrepancies and variances

SHRINKAGE & LOSS PREVENTION

- Understand causes of stock losses
- Apply methods to minimise shrinkage
- Maintain proper housekeeping standards

SUPPLY CHAIN FUNDAMENTALS

- Understanding the flow of stock, cash, and information
- Role of receiving and dispatch in business operations

ROLE OF A DISPATCH & RECEIVING CLERK

- Responsibilities within the organisation
- Impact on efficiency and stock accuracy

DOCUMENTATION & RECORD KEEPING

- Handling delivery notes and invoices
- Recording stock manually and electronically

DAY TWO

OVERVIEW

SMART ZONE

DISPATCHING STOCK

- Prepare and record items for dispatch
- Understand dispatch procedures and documentation

PACKING & LABELLING

- Pack stock securely for transportation
- Label items correctly for delivery

HANDLING STOCK & EQUIPMENT

- Use equipment safely to move stock
- Apply correct handling techniques

WORKPLACE PROCEDURES & COMPLIANCE

- Follow organisational policies and procedures
- Maintain safety and efficiency in the workplace

DISPATCH DOCUMENTATION

- Completing dispatch notes accurately
- Recording product details and destinations

STOCK PACKAGING METHODS

- Choosing correct packaging for different products
- Protecting stock during transport

LABELLING & TRACKING

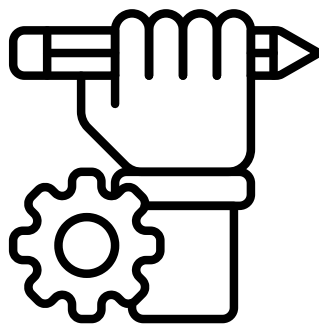
- Labelling goods for correct delivery
 - Ensuring traceability of dispatched items
- 

KEY

SMART ZONE

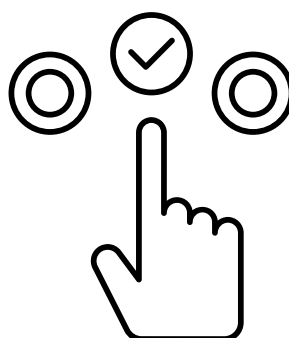
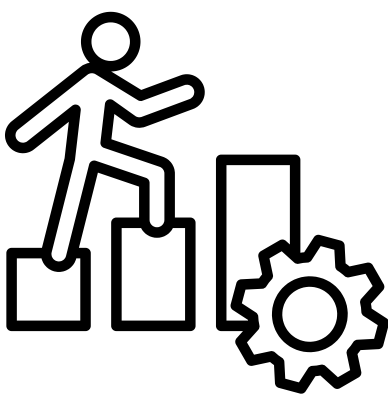
FEATURES

- Aligned with QCTO Project Manager qualification
- Covers knowledge, practical skills, and work experience
- Industry-relevant project management practices
- Enhances employability and leadership skills
- Prepares learners for real-world project environments



BENEFITS OF THIS SHORT COURSE

- Focus on real-world project application and workplace readiness
- Develops skills in planning, executing, monitoring, and closing projects
- Enhances leadership, communication, and team management abilities
- Builds competence in project tools, techniques, and decision-making
- Suitable for multiple industries and project environments
- Improves employability and career progression in project management





SIGN UP NOW

SIGN UP NOW AND SECURE YOUR PLACE

1. Register Online- www.zoneups.com
2. Select the training you prefer and the date you would like to attend.
3. Fill in the registration form.
4. Choose your payment method and finalize the booking.

Accreditation



Services SETA



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QCTO

Get In Touch



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