

Table of Contents — Asset Management Masterclass

1. Introduction

- Overview of the Asset Management Masterclass
- Training Objectives
- Target Audience

2. Module 1: Movable Asset Documentation & Receipting

- Issuing receipts for movable assets as per requirements
- Ensuring compliance within agreed time frames

3. Module 2: Asset Control for Government Officials

- Importance of asset control for non-asset management personnel
- Roles and responsibilities in asset management

4. Module 3: Storage & Filing of Movable Assets

- Correct procedures for storing movable assets
- Filing assets as per instruction and maintaining proper location indexing

5. Module 4: Physical Verification & Visual Inspection

- Conducting visual inspections of movable assets
- Reducing damages through proper handling
- Asset verification techniques

6. Module 5: Minimizing Damages, Disposal Losses & Theft

- Minimizing damages during storage
- Understanding disposal processes
- Preventing thefts and losses

7. Module 6: Managing Immovable Assets

- Overview of immovable assets
- Best practices in managing immovable assets

8. Training Methodology

- Instructor-led classroom training
- Interactive sessions, case studies & practical demonstrations

9. Training Schedule

- Duration: 3 Days
- Delivery Mode: In-Class Training

10. Training Deliverables

- Course material
- Certificates of completion (if applicable)
- Post-training support (if applicable)

11. Trainer Profile

12. Commercials / Pricing

13. Terms & Conditions

14. Contact Information