KOENIG solutions · COURSE OUTLINE

Asset Management: Verification, Storage & Disposal

Learn to document, store, verify and dispose of movable and immovable assets while controlling loss, damage and theft.

3 Days	6	14
DURATION	MODULES	TOPICS

COURSE OVERVIEW

Overview of the Asset Management Masterclass

WHO THIS COURSE IS FOR

- Asset Managers
- Government Officials
- Store Keepers
- Inventory Controllers
- Facilities Managers
- Compliance Officers

LEARNING OBJECTIVES

- Issue receipts for movable assets within agreed time frames
- Explain the importance of asset control for non-asset personnel
- Identify roles and responsibilities in asset management
- Apply correct procedures for storing and filing movable assets
- Conduct visual inspections and verification of movable assets
- Apply techniques to reduce damage during handling and storage
- Explain disposal processes and methods to prevent theft and loss
- Describe best practices for managing immovable assets

TRAINING APPROACH

Instructor-led classroom training with interactive sessions, case studies and practical demonstrations.

COURSE SYLLABUS

6 Modules, 14 Topics

01

Movable Asset Documentation & Receipting

TOPICS

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

02

Asset Control for Government Officials

TOPICS

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

03

Storage & Filing of Movable Assets

TOPICS

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

04

Physical Verification & Visual Inspection

TOPICS

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

05

Minimizing Damages, Disposal Losses & Theft

TOPICS

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

06

Managing Immovable Assets

TOPICS

Overview of immovable assets · Best practices in managing immovable assets

NOTES

Training Deliverables

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com