Training Course on Asset Management and Inventory Control for Education Institutions

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Efficient asset management and inventory control are critical for educational institutions striving to optimize resources, ensure accountability, and improve operational efficiency. As institutions grow and diversify, managing school assets—from classroom equipment and ICT resources to lab tools and transport—becomes increasingly complex. Training Course on Asset Management and Inventory Control for Education Institutions is designed to equip school administrators, finance officers, and inventory managers with practical skills and digital tools to streamline asset tracking, enhance data accuracy, reduce losses, and promote transparency.

By integrating modern asset tracking systems, data analytics, and sustainable inventory control techniques, this course aims to empower educational institutions to adopt cost-effective and efficient inventory practices. Participants will learn to develop policies, use inventory management software, and conduct audits tailored to the educational environment. The training also emphasizes compliance, stakeholder reporting, and the integration of cloud-based technologies for real-time tracking and decision-making.

Programme Curriculum

Training Course on Asset Management and Inventory Control for Education Institutions

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Course Objectives

1. Understand the fundamentals of asset management in education institutions.
2. Apply digital inventory control systems for accurate asset tracking.
3. Identify best practices in inventory auditing and loss prevention.
4. Implement cloud-based asset management software for real-time data access.
5. Develop standard operating procedures (SOPs) for asset and stock control.
6. Integrate RFID and barcode technologies in school asset tracking.
7. Align asset management practices with educational compliance regulations.
8. Conduct asset valuation and depreciation tracking effectively.
9. Manage procurement planning and lifecycle costing for institutional resources.
10. Strengthen financial accountability and reporting on inventory.
11. Design asset disposal and replacement policies in schools.
12. Utilize data analytics and dashboards for inventory insights.
13. Promote sustainability and resource optimization in educational institutions.

Target Audience

1. School Administrators
2. Inventory and Procurement Officers
3. Education Finance Managers
4. ICT Coordinators
5. Public and Private School Owners
6. Government Education Inspectors
7. University/College Bursars
8. NGO and Donor Education Program Managers

Course Duration: 5 days

Course Modules

Module 1: Introduction to Asset and Inventory Management in Education

- Definition and scope of asset management
- Importance of inventory control in schools
- Types of assets in educational institutions
- Asset classification and record-keeping
- Challenges in school inventory management
- **Case Study**: Mismanagement of lab equipment in a public high school

Module 2: Policy Framework and Compliance

- Developing institutional asset policies
- Regulatory and legal requirements
- SOPs for asset acquisition and disposal
- Aligning with government education standards
- Risk management and internal control
- **Case Study**: Implementing SOPs in a government-funded university

Module 3: Digital Tools for Asset Tracking

- Introduction to asset management software
- Mobile apps and barcode scanners
- RFID technology and QR tagging
- Software selection and customization
- Integration with school systems (ERP)
- **Case Study**: RFID implementation in a private college

Module 4: Procurement and Lifecycle Planning

- Asset procurement planning
- Lifecycle costing and replacement strategies
- Vendor evaluation and selection
- Budgeting for capital expenditures
- Tracking asset usage and efficiency
- **Case Study**: Cost reduction through lifecycle planning in a school district

Module 5: Inventory Control and Warehousing

- Stocktaking and reordering systems
- Inventory levels and thresholds
- Warehouse management techniques
- Preventing stock losses and theft
- Inventory movement documentation
- **Case Study**: Improving warehouse layout in a university bookstore

Module 6: Data Analytics and Reporting

- Collecting and analyzing inventory data
- Dashboard creation for administrators
- Reporting formats and frequency
- Forecasting inventory demand
- Auditing using analytics
- **Case Study**: Data-driven reporting in an educational NGO

Module 7: Asset Disposal and Sustainability

- Identifying obsolete or idle assets
- Disposal and auctioning procedures
- Environmental considerations
- Promoting reuse and recycling in schools
- Documenting and reporting asset disposal
- **Case Study**: Green disposal policy at an international school

Module 8: Capacity Building and Stakeholder Engagement

- Training staff on inventory practices
- Assigning asset custodianship
- Communicating with stakeholders
- Engaging parents and donors
- Creating a culture of accountability
- **Case Study**: Stakeholder training success at a mission school

Training Methodology

- Interactive lectures with real-life scenarios

- Hands-on training with inventory software tools
- Group case study analysis and presentations
- Demonstrations using barcoding and RFID
- Simulations of school asset tracking systems
- Guided development of institutional inventory policy draft

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training CenterANCY LD account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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