

# *EIM*

## **Effective Inventory Management Workshop AGENDA**

### **October 17: 8:30 AM – 4:30 PM**

8:00 AM	Registration and Continental Breakfast
10:00 – 10:20 AM	Break
12:00 – 1:00 PM	Lunch
2:15 – 2:35 PM	Break

### **October 18: 8:00 AM – 3:30 PM**

7:30 AM	Continental Breakfast
9:30 – 9:45 AM	Break
10:45 – 11:00 AM	Break
12:00 – 1:00 PM	Lunch
2:15 – 2:35 PM	Break

**Total Instruction:** 720 minutes = 14 CPE credits awarded for attendance

### **AGENDA:**

#### **Monday- October 17, 2016**

1. Goal of effective inventory management
2. The difference between inventory control and inventory management
3. Responsibilities of different departments in achieving effective inventory management
4. Developing your approved stock list for each warehouse
5. Ranking products by cost of goods sold and activity
6. Measurements of inventory performance
7. Demand forecasting
8. Forecasting demand for new stock items
9. Stocking products with sporadic usage
10. Controlling planned excess of inventory
11. Forecasting items with recurring usage
  - a. Appropriate forecast period
  - b. Analyzing past usage
  - c. Trends

- d. Collaborative forecasts
- e. Appropriate forecast horizon
- 12. The difference between sales, shipments and usage
- 13. Verifying that usage data is correctly recorded
- 14. Recording usage in a central warehouse/distribution center environment
- 15. Different methods for calculating a forecast of future demand
- 16. Calculating the forecast error
- 17. Determining the best forecast method for each individual item
- 18. Correcting for unusual usage activity
- 19. Recognizing the difference between unusual usage and the start of a new trend
- 20. How events can affect a forecast
- 21. Dealing with collaborative forecast information for customers and salespeople
- 22. How external factors (economy, weather, etc.) can affect a forecast
- 23. The forecast horizon
- 24. Total forecast for an item
- 25. The effect of inaccurate forecasts on the entire supply chain
- 26. Vendor Managed Inventory Programs
- 27. Early Warning Reports

## **Tuesday – October 18, 2016**

- 1. Order point calculations
- 2. Accurate anticipated lead times
- 3. Safety stock quantities
- 4. Residual inventory analysis
- 5. Determine the target (best size) order with a vendor
- 6. Determine the most appropriate order cycle from each source of supply
- 7. Line point calculations
- 8. Economic order quantities
- 9. When to take advantage of price breaks for a larger purchase
- 10. Fill stock quantity replenishment
- 11. Calculate your ideal inventory investment
- 12. Buying before a price increase
- 13. Determine your potential inventory turnover
- 14. Replenishing stock in branch warehouses – transfer or buy?
- 15. Liquidating excess inventory and dead stock
- 16. Benchmark metrics
  - a. Customer service level
  - b. Inventory turnover
  - c. Turn-Earn Index and GMROI
  - d. Percentage of excess inventory
- 17. Effective replenishment processing
  - a. Crisis prevention orders

- b. Increasing orders to meet a target requirement
  - c. Decreasing orders to meet container capacities
18. Distribution Requirements Planning (DRP)
  19. Warehouse organization, storage units, bar coding
  20. Ensuring that all material movement is properly recorded
  21. Full physical inventories
  22. Cycle counting, reconciling count discrepancies
  23. Review and develop an action plan

**Dress:** Business casual suggested. It is also suggested that you bring a sweater or jacket for comfort.

**\*\*Please bring a laptop (PC or MAC) that has Excel 2007 or later on it.**