EIM

Effective Inventory Management Workshop
AGENDA

March 3: 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

March 4: 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

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.

Thursday – March 3, 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.

Friday – March 4, 2016

1. Order point calculations.
2. Accurate anticipated lead times.
3. Safety stock quantities.
4. Residual inventory analysis.
5. Determining the target (best size) order with a vendor.
6. Determining 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. Calculating your ideal inventory investment.
12. Buying before a price increase.
13. Determining 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, barcoding.
20. Ensuring that all material movement is properly recorded.
21. Full physical inventories.
22. Cycle counting, reconciling count discrepancies.
23. Reviewing and developing an action plan.