



Effective Inventory Management, Inc.

Inventory Control Seminar October 25, 2017



Does your organization face one or more of these challenges?

- Quantities in your computer system do not agree with what is physically in the warehouse
- Material cannot be found when it is needed to fill an outgoing order
- Inventory is continually damaged before it can be used
- Your facilities are clogged with dead stock and other unneeded material
- Employees are not working efficiently and effectively and morale is low
- Employees don't realize your organization's total cost of bad inventory control
- There is no consistency in the way material handling transactions are processed
- Your customers do not consistently receive the right quantities of products they have ordered
- Your facilities are not organized to minimize the cost of filling orders and protect your inventory
- Employees are being injured while on the job
- You wonder whether you have the best designed facility and equipment for your material handling needs
- You need a model to measure the cost-effectiveness of new technologies before you make a significant investment

This interactive workshop will explore best practices in material storage, order fulfillment and other aspects of warehouse and storeroom operations. You will learn how to

minimize your overall operations and fixed asset costs while meeting or exceeding your customers' expectations of order fulfillment. Handouts include spreadsheets and documents that will allow you to apply the concepts presented to your specific situation as well as a template for creating a customized inventory control policies and procedures guide for your organization.

The course was revised in March, 2017.

Who Will Teach the Course?

Jon Schreibfeder is President of Effective Inventory Management, Inc., a firm dedicated to helping manufacturers, distributors, and retailers get the most out of their investment in stock inventory. Jon literally “grew up” in a family-owned distribution business and started studying inventory management philosophies and best practices in the late 1960s. In the early 1980s, Jon went on to become a distribution industry “trouble shooter” for two major computer companies. His task was to help the computer companies' customers use their available computer tools to better manage their largest asset, inventory. Over the past 30 years, Jon has helped over 2500 organizations improve their productivity and profitability through better inventory management.

He is a frequent contributor to over a dozen industry publications and is the author of a series of books on effective inventory management. A featured speaker at seminars and conventions throughout North America, Europe, Latin America, Asia, and the Pacific Rim, STAFDA has endorsed Jon as their Inventory Consultant since 2006. He is a regular guest lecturer and is on the Advisory Board of the Dept. of Industrial Technology at Purdue University.

Quotes from recent *EIM* seminar attendees:

(Names, companies and phone numbers provided on request. Call EIM at (972) 304 3325 or email classes@effectiveinventory.com)

“This course gave me ideas I can implement immediately and gain immediate results.”

“The best seminar I have ever attended!”

“The instructor [Jon] displayed a sound proficiency in the subject matter and was able to teach it effectively.”

“Your upbeat teaching style kept our whole class on their toes. Definitely recommend this seminar to any company looking to get a handle on their inventory.”

“Even after attending a prior training session, reading books and watching an inventory management video series many times, I firmly believe your instruction has been the most informative.”

“Excellent seminar. I came away with some clear guidelines for the direction that our company must go to meet our long-term inventory goals”.

Agenda

Effective Inventory Control Workshop

October 25, 2017

Place: **Hilton DFW Lakes Executive Conference Center**
1800 Highway 26E
Grapevine, Texas 76051
817-481-8444

Time: **October 25:** 8:30am – 4:30pm
7:45AM registration and continental breakfast
10 – 10:20 AM break
12 – 1PM: lunch
2:15 – 2:30 PM break
3:30-3:40PM break

Total instruction: 370 minutes = 7 CPE credits awarded for attendance

Dress: Business casual; bring sweater/jacket for your comfort

AGENDA:

- #1 - The Elements of Inventory Control
 - What is Inventory Control?
 - The Goals of Effective Inventory Control
 - Quantities in the Computer Agree With What is on the Shelf
 - The Material is Easily Accessible
 - Your Customers Consistently Receive the Right Quantity of the Right Item
 - Key Factors to Success
 - Policies and Procedures That Promote Effective Inventory Control
 - Good Computer Hardware and Software
 - The Knowledge of How to Use Your System Effectively
 - What Do Customers Expect?
 - The True Cost of Bad Inventory Control
 - Calculating Your Cost of Carrying Inventory
 - Calculating Your Cost of Filling Orders

- #2 - Organizing to Achieve Effective Inventory Control
 - The Right Person in the Right Job (Requirements of Different Positions)

- Warehouse management
 - Receiving personnel
 - Inspection personnel
 - Order picking personnel
 - Cycle counting
 - General warehouse employees
 - Warehouse/Storeroom/Retail Area Layouts
 - The Importance of Storage Locations
 - An Effective Location System
 - Bin Locations Versus Sequence Numbers
 - Fixed, Random and Holding Locations
 - Traditional Versus Rank Based Warehouse Layouts
 - The Advantages of Different Types of Storage Units
 - When it is Better to Implement Narrow Aisle Storage
 - Determining the Amount of Space Needed for Each Item
- #3 - Integrating New Technology into a Warehouse
 - Different Types Of Bar Coding Equipment, Voice Picking Systems, Conveyors And Other Automated Tools
 - Why Different Types of Storage Units Are Appropriate For Different Types Of Products And Order Fulfillment Methods
 - The Cost-Effectiveness Test
 - Combining Manual and Automated Tools To Achieve The Optimum Cost Effective Solution
- #4 – Effective and Efficient Warehouse/Storeroom Procedures
 - Maintaining a Clean Physical Plant
 - Efficient Order Picking
 - Expediting Material Through Receiving
 - Recording All Material Leaving Your Warehouse
 - Working with Serialized, Lot Tracked and Date Sensitive Items
 - Integrating Assembling and Other Value Added Services into Your Operations
 - Best Practices with Return Goods
 - Dealing with Dead Stock and Excess Inventory
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- #5 – Counting Your Inventory
 - Physical Inventories
 - Resources Necessary for a Physical Inventory
 - Preparing for a Physical Inventory
 - Conducting the Physical Inventory

- Reconciling the Physical Inventory
 - Evaluating the Results of Your Physical Inventory
 - Do You Have to Conduct an Annual Physical Inventory?
 - Cycle Counting
 - The Advantages of Cycle Counting
 - Geographic, Ranked Based, Low Balance and Random Counts
 - Procedures for Conducting a Cycle Count
 - What is Acceptable Count Accuracy?
 - Analyzing the Results of the Cycle Count
 - How Cycle Counting Can Improve Your Inventory Procedures
- #6 – Inventory Control Metrics to Measure Your Performance
 - Key Warehouse Performance Metrics
 - Monitoring Employee Performance
 - Measuring Space Utilization in Your Facilities
 - Incentive Plans based on Productivity
- #7 – Maintaining a Safe, Productive Facility
 - How Injuries Harm Productivity
 - Common Causes for Work-Related Injuries in a Warehouse
 - Simple Policies and Procedures to Create and Maintain a Safe Productive Environment
 - What Equipment can be Implemented to Create and Maintain a Safe Productive Environment
- #7 – Developing Your Inventory Control Policies and Procedures Guide
 - Utilizing the Template and Sample Guide Provided by EIM to Create Your Customized Policies and Procedures
 - Updating the Manual Over Time
 - Developing an Action Plan
 - Summary and Questions

Refund Policy: Full refund up to 30 days prior to seminar. 50% refund granted if cancellation notice received 14-30 days prior to seminar. No refund within 14 days of seminar date. Substitutions are allowed at any time, but please notify us at 972-304-3325.

Please direct any complaints to Maureen at (tel) 972-304-3325.

**Seminar administered by Effective Inventory Management, Inc.
(tel) 972-304-3325**

This course qualifies for 7 CPE credits!!

Effective Inventory Management, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of contributing professional education on the National Registry of CPE sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



****Room Reservations at:
Hilton DFW Lakes Convention Center****

Reservations must be made on or before **Monday, October 2, 2017** to receive the group rate of **\$179/night**. Reservations must be made by the individual. Please identify yourself as being with the Effective Inventory Management Workshop at the time the reservation is made. You may either:

1. Contact the Hilton DFW Lakes Conf. Center directly by phone at **1 (817)481-8444**
- Or*
2. Contact the Hilton DFW Lakes on line using the link below:

http://www.hilton.com/en/hi/groups/personalized/D/DFWAHHF-2EO-20171023/index.jhtml?WT.mc_id=POG

Your room rate includes the following:

- high-speed Internet access in guest room and meeting room
- complimentary airport transportation to and from DFW International Airport 24 hours' daily
- free parking

- access to the sports club

Register today! You can register online at the [EIM Store](#), or you can print out the registration form found on the next page and send to our secure fax machine at (972) 393-1310. You may also print out and send the completed registration form to...

Effective Inventory Management, Inc.
110 W. Sandy Lake Road,
Suite 102 PMB 195
Coppell, TX 75019

Registration Form On Next Page

REGISTRATION FORM

The EIM Inventory Control Seminar

October 25, 2017

Hilton DFW Lakes Executive Convention Center
Grapevine, TX

Name: _____ Job title _____

Company: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ FAX: _____

Email: _____

Registration fee: \$249 per person

- Includes:**
- *1-day seminar with course syllabus
 - *continental breakfast, hot buffet lunch, and refreshments
 - *a copy of *Achieving Effective Inventory Management 6th ed.* Book
 - *syllabus which includes the PowerPoint slides used in the Workshop
 - *wireless, high-speed internet access in the meeting room

Early-bird Special: Register by **October 10th** for **\$199** per person!

Payment Information

- Check enclosed (payable to Effective Inventory Management, Inc.)**

Fee is due prior to the program.

- Purchase Order #** _____ enclosed

Mail to:

Effective Inventory Mgmt., Inc.
110 W. Sandy Lake Rd.
Suite 102, PMB 195
Coppell, TX USA 75019

- MasterCard/VISA/AmEx

Call 972-304-3325

Card # _____

Security code: _____

FAX 972-393-1310

Exp. Date: ____/____/____

Email maureen@effectiveinventory.com

Cardholder's Name: _____

Billing Address: _____