

# ***EIM***

## Inventory Control and Warehouse Operations Seminar

AGENDA  
October 25, 2017

### **October 25: 8:30AM – 4:30PM**

7:30 - 8:30AM:	Registration and continental breakfast
10 - 10:15AM:	Break
12 - 1PM:	Lunch
2:15 - 2:30 PM:	Break
3:30 - 3:40PM:	Break

This exciting session will cover the following topics!

- **#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
- **#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
- **#8 – 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