

EIM

Inventory Control/Warehouse Operations Seminar

AGENDA

October 24, 2018

October 24: 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 – 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