Inventory Control/Warehouse Operations Seminar

October 28, 2020

This interactive workshop will explore best practices in material storage, order fulfillment and other aspects of warehouse and storeroom operations. We will examine the concepts and strategies of 21st century inventory control as we seek to minimize your overall operations and fixed asset costs while meeting or exceeding your customers' expectations of order fulfillment.

Well, COVID-19 entered our lives in February, 2020, and changed our business and private world in ways we couldn't have imagined. We are a strong nation in so many ways, and we know we will persevere. Looking ahead to Oct 28, 2020, we do not know where we will be in our recovery at that date. Perhaps we will have challenges that we cannot imagine now. Jon will be updating the Seminar to include where the business world is in Oct., 2020, examine the new challenges facing Inventory Control, and discuss how the best practices and strategies may need to be modified in light of these new challenges.

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. Best of all, as we

proceed through the seminar, we will address the steps necessary to develop and maintain an effective inventory control program for your organization as you achieve the following learning objectives:

1. Utilize physical inventories and cycle counting to ensure that on-hand quantities are accurate
2. Develop an inventory policies and procedures manual to ensure that all material movement is properly recorded. The outline for this guide covers all common warehouse tasks
3. Identify necessary skills for key warehouse employees
4. Explore the advantages of different types of storage
5. Determine how inventory should be stored to minimize the cost of filling inventory
6. Calculate the amount of space you need to store material in each facility
7. How to design an efficient warehouse or other storage facility
8. Evaluate whether new technology is cost effective
9. Ensuring your facility is a safe and efficient work environment
10. Develop incentive plans to ensure that your employees are rewarded for outstanding performance
11. Make sure that all employees realize the cost of bad inventory management
12. Determine what it costs you to fill customer orders and maintain inventory in your warehouse

A laptop is not necessary. The course was revised in November 2019.

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. Recommend this seminar to any company looking to get a handle on their inventory."

Agenda
Effective Inventory Control Workshop
October 28, 2020

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

Time: __October 28__: 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
A laptop is not necessary for the course.

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

__AGENDA__: Jon will be updating the seminar as we move from March to October to include where the business world is in Oct., 2020, examine the new challenges facing Inventory Control, and discuss how best practices and strategies may need to be modified in light of these new challenges.

- #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

- o Combining Manual and Automated Tools To Achieve The Optimum Cost Effective Solution

- #4 – Effective and Efficient Warehouse/Storeroom Procedures

  - o Maintaining a Clean Physical Plant
  - o Efficient Order Picking
  - o Expediting Material Through Receiving
  - o Recording All Material Leaving Your Warehouse
  - o Working with Serialized, Lot Tracked and Date Sensitive Items
  - o Integrating Assembling and Other Value Added Services into Your Operations
  - o Best Practices with Return Goods
  - o Dealing with Dead Stock and Excess Inventory

- #5 – Counting Your Inventory

  - o 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?
  - o 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
  - o Key Warehouse Performance Metrics
  - o Monitoring Employee Performance
  - o Measuring Space Utilization in Your Facilities
  - o Incentive Plans based on Productivity

- #7 – Maintaining a Safe, Productive Facility
  - o How Injuries Harm Productivity
  - o Common Causes for Work-Related Injuries in a Warehouse
  - o Simple Policies and Procedures to Create and Maintain a Safe Productive Environment
  - o 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 **Thursday, October 1,** to receive the group rate of **$174**/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. Contact the Hilton Reservations with the following link:

<p align="center">https:// new and activated link TBA around April 1</p>

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…

<p align="center">Effective Inventory Management, Inc.
106 N. Denton Tap Road,
Suite 210-127
Coppell, TX   75019</p>

Registration Form On Next Page

REGISTRATION FORM

October 28, 2020
Hilton DFW Lakes Executive Convention Center
Grapevine, TX

Name: _____*Job title*_____

Company: _____

Address: _____

City: _____ *State*_____ *Zip*_____

Phone: _____ *FAX***:**_____

Email: _____

Registration fee: $325 per person

Early Bird Registration discount: $250 until October 9th.

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
      *free parking

Payment Information

❑ **Check enclosed (payable to Effective Inventory Management, Inc.)**
Fee is due prior to the program.

Mail to:

❑ **Purchase Order** #_____enclosed   Effective Inventory Mgmt., Inc.
106 N. Denton Tap Rd.
Suite 210-127
Coppell, TX USA 75019

❑ MasterCard/VISA/AmEx

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