

HOW TO Manage Inventory AND Cycle Counts

Master proven cost-saving methods that improve inventory and cycle count accuracy, reduce frustration and save hours

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Spend one day and find out how to:

- Use shortcuts to turn days of tedious counting into a few organized hours — while minimizing errors
- Get accurate counts even with inventory coming in and orders shipping out
- End paperwork inaccuracies for easy reconciliation
- Handle inventory that never moves — and gain valuable warehouse space
- Use your inventory counts to increase accuracy and efficiency in purchasing and production
- Deal with vendors who try to dictate order and delivery policies
- Ensure a smooth count that satisfies auditors every time

Don't waste another minute counting inventory without the knowledge you'll gain at this seminar.

Express Enrollment!

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Does This Sound Like Your Company?

Yes No Every time you get ready to do inventory, you discover products have been moved to new locations.

Yes No Management doesn't understand how long it takes to set up and conduct inventory, or the hard work involved.

Yes No Untrained people are pulled in from throughout the company to help with inventory, and training them becomes a real headache.

Yes No You have stockpiles of obsolete inventory that never moves but just gets counted and recounted cycle after cycle, year after year.

Yes No There's not enough warehouse space, so you're expected to control off-site storage, and that's virtually impossible.

Yes No Your purchase order policies are as old as the company.

Yes No Your vendors think they can dictate order and delivery policies. Who's the customer here, anyway?

Yes No Everyone's afraid of the auditors, and there's a lot of confusion about what they require.

Yes No The people involved in the inventory have no say in what's being done, and there's not enough communication with management.

It's easy to see why managing inventory is a highly stressful and frustrating job! After this one-day seminar, it won't be.

Solutions that revolutionize your inventory control process.

Inventory — it's the highest number on your company's asset sheet. Yet, most companies rely on outdated systems and yesterday's inventory control policies to manage this valuable resource. **And you, the person in charge of the inventory, are still responsible for an accurate count.**

You know how important your job is.

If the count is overstated, your company pays taxes and insurance on something it doesn't really have.

If the count is understated, you risk problems with the IRS for not paying enough taxes. And, because you won't have product to ship to your customers, it will mean back orders and more headaches.

"Management doesn't understand how hard it is to take a physical count, and why our results are often so inaccurate."

Despite inventory's importance to your company, the numbers never seem to add up regardless of how hard you try to maintain accurate counts.

When you look at the computer, you can't trust the inventory quantities it shows you have in the warehouse. Worse, when the system wrongly shows there's plenty of inventory on hand, and orders aren't placed for badly needed stock, the result is shortages, lost sales and missed income.

And on top of it all, you're the one who ends up having to deal with everything from lost or incorrect paperwork to recounts, reconciliation and more.

"It seems like there's always plenty of the stock that's not needed, and our best sellers are continually in short supply."

You wonder how something that seems as easy as counting could produce so many problems. Then, you remember how tedious, time-consuming and frustrating it is to take an inventory count. You know the reliability of the counts is questionable at best because it's so easy to miss something — especially when so many of the people helping with the count are **untrained staff pulled in from other departments.**

Attend this informative seminar and get solutions that you can put in place immediately to ensure **more accurate inventory counts and a better-run, more thorough and less frustrating inventory process for everyone concerned.** It's a lot of value for the investment of just one day.

Don't endure another grueling inventory count — enroll today!

4 Essential Inventory Management Skills You'll Gain at This Seminar

1 Establish the right foundation for your Inventory Management System — one that works for you.

You will establish what inventory management should be and, what it shouldn't be. You'll discover the answers to certain questions are critical to the creation of a workable inventory control system for your company. For example, should the storage be laid out by SKU, frequency of use or volume? And will cycle counts increase your accuracy? You'll learn quick forecasting techniques and records reconciliation methods that improve efficiency, and find out whether your company would benefit from new technology. The right foundation will give you a huge boost toward more successful counts every time you take inventory.

2 Develop a streamlined, time-saving inventory preparation system.

You'll learn preparation techniques that cut hours from the actual inventory, and you'll know what you need to do to prepare the paperwork, set inventory zones and determine the right count frequency. You'll even discover a streamlined system for making sure everything has a barcode. The time and effort you invest up front in prep time will improve accuracy, cut frustration and save hours. After this seminar, you'll know exactly what to do.

3 Get off on the right foot.

You'll understand what needs to be done to meet your auditor's requirements. You'll develop simple training procedures that get staff — including employees from other areas of the company — up to speed on inventory techniques you'll use in the count. You'll also get a 1-2-3 checklist that details exactly what to do the day of the inventory.

4 Conduct an efficient, accurate inventory every time.

You'll be able to design a streamlined action plan for the count, including shortcuts that save time without cutting accuracy, such as a system for counting small parts. You'll also be equipped to develop a method for handling work in progress during the inventory, decide which inventory needs to be counted most frequently and create a cycle counting program to ensure continued accuracy.

Who should attend?

If you are involved in any aspect of inventory control, you will truly benefit from this valuable one-day program. The knowledge you'll gain will be particularly valuable to you if you're responsible for:

- Inventory control
- Purchasing
- Scheduling
- Accounting
- Warehouse management

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49 Reasons You Won't W

Taking Stock of Your Inventory Management System

- How to recognize your system's strengths and weaknesses
- Questions to ask before you make inventory control changes
- How to recognize a problem with "inventory turn"
- A simple plan to discourage employee theft
- Red flags that your inventory control system is deeply flawed
- The most common causes of inventory inaccuracy and how to end them
- The one key trait shared by all successful inventory record systems
- When to consider a JIT system, and when it simply won't work
- 2 ways your vendors can help you improve inventory control

Preparation: Behind-the-Scenes Work Pays Off Big

- Tips for creating an inventory checklist to improve accuracy
- How to develop locator maps you can use year-round
- How to sidestep tag count headaches
- Should you count physical inventory or what's on the paperwork?
- A way to establish your baseline accuracy level
- How and why to set inventory zones
- Blind counts and how they waste staff time

- When to rely on outsiders for an inventory count
- How and when to use a cycle count to help improve long-term accuracy
- Paperless inventories — how and when to rely on your computer
- An easy way to decide how often you should take inventory
- Geographic or ABC — the correct classification method for your company

The Hassle-Free Physical Inventory

- A 1-2-3 process for a "smooth as silk" inventory count
- Who should be involved in the inventory
- The best ways to use employees on loan from other departments
- A fast and accurate way to count small parts
- Tips for reducing stress on the day of inventory
- Ways to encourage teamwork among employees taking inventory
- The secret to handling inventory that's coming in and going out during the count
- Cycle-counting methods that work, and those that don't
- Overcoming the problems of pallet tagging
- How and why to train staff for inventory — even if they're long-time employees
- When to use a multiple count system, and when one count will suffice
- Tips for helping employees maintain concentration and accuracy

Don't Want to Miss This Program!

Mastery of the Inventory and Ordering Process

- How to reconcile the physical count with the computer
- What to do with obsolete inventory that eats up valuable warehouse space
- A simple plan to overcome the headaches of multiple storage locations
- How to avoid huge inventory shortages at year's end
- A way to eliminate the hassles substitutions can cause in your inventory count and your ordering process
- How to avoid running short on inventory of your hottest-selling product
- Proven techniques to improve your inventory turn
- A method of calculating the cost of carrying inventory
- A system for determining how much inventory you should hold
- Tips for negotiating with suppliers to get the order quantities you want
- How to get management to eliminate excess and obsolete stock

After the Inventory

- When a recount is necessary and who must do it
- A surefire way to satisfy your auditors
- The best method for reconciling variances in the count
- Missing inventory — where to look first
- The perils of adjusting inventory counts

A day of new ideas and a workbook to help you put them to use immediately

You'll come away with a wealth of new ideas, great techniques and ingenious tips. And they're all recorded for you in the **How to Manage Inventory and Cycle Counts** workbook. There is also ample room for note taking, so you can record your own observations and insights. After the seminar, this workbook will become an invaluable resource to help you remember and use what you've learned. You'll return to your workbook again and again to ensure your inventory counts are always accurate and efficiently managed.

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this seminar will provide you with cost-saving methods and time-saving techniques to ensure accurate counts and inventories. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

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Overcome the Warehouse's Top 8 Frustrations

1 Inventory that moves DURING the count.

Every warehouse faces it, and few have figured out how to handle this perennial inventory control challenge. Attend this seminar and master the best practices to keep your inventory accurate, even when you are counting a moving target.

2 Management that doesn't understand what it takes to set up and run an inventory.

Conduct an inventory count — it doesn't *sound* like a big deal, but you know it's huge. Make sure your management knows counting inventory is something that takes planning, resources and follow-through — not something accomplished on a day's notice. We give you the tools you need to make your case.

3 Untrained personnel sent over to "help" on inventory or cycle count day.

They mean well. Their managers do, too. But when untrained employees are suddenly dumped into the counting process on inventory day, your whole count suffers and so does staff morale. Learn what to say and do to ensure you get the resources you need early enough to train them *before* the count starts.

4 Reluctance to get rid of obsolete inventory.

It won't sell, and it's taking up precious warehouse space — space that's critically needed for products that do sell. At this seminar, you'll gain compelling arguments to help you convince management to rid the warehouse of the white elephants.

5 Off-site storage you must manage.

Can you ever really control off premises inventory? This is another big reason to eliminate the non-selling merchandise and maintain only the inventories you need to meet demand. Learn about the hidden costs of off-site storage that may make it an unattractive option for your company.

6 Vendors who dictate order and delivery policies.

Who is the customer here, anyway? Occasionally you have to remind your suppliers your convenience should be their main concern. During this one-day seminar, learn ways to recruit your vendors to help you solve your inventory management challenges.

7 Confusion about what the auditors require.

Is it a lack of communication on the auditors' part? Management's? Or are you just not asking the right questions? Find out what auditors really want, and gain a system you can use to meet their needs quickly and easily, with minimum hassle.

8 Overall lack of communication about inventory management.

Your warehouse is not in another country. It's usually not even across town. So, why is there such a lack of communication between management and the warehouse? It's a huge challenge, one that often results in you using outdated methods that simply can't deliver the accurate counts needed. At this seminar, you'll learn ways to break down the barriers and establish the communication so critical to successful inventory management.

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- Please, no audio or video recording.
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Master proven cost-saving methods that improve inventory and cycle count accuracy, reduce frustration and save hours

- Prepare behind the scenes to simplify the tedious task of counting
- Count inventory accurately, even with merchandise coming in and going out non-stop
- Reconcile the computer count with the physical count the easy way
- Free up badly needed warehouse space taken by out-of-date inventory
- Use your inventory count to improve purchasing decisions
- Get vendors onboard with *your* inventory policies (instead of you getting onboard with theirs)
- Follow simple procedures that keep the auditors happy

And even more tips to help your inventory management run smoother, starting with your first day back at the office.

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