



A brand-new
one-day workshop
from SkillPath ...

Best Practices for Managing Inventories and Cycle Counts

For anyone involved in the efficient management of inventory

A thoroughly up-to-date, one-day workshop that will help you run smooth and accurate inventories ... improve record accuracy ... and eliminate write-offs, shortages, rush orders and other profitability killers

**We're
coming
to your
area ...**

- Identify errors, uncover their root causes and stop making the same mistakes over and over again
- Use specific techniques that will actually improve speed *and* accuracy when counting inventory
- Tighten record-keeping policies and practices for a big improvement in inventory control
- Prepare for the count using time-saving tools, formulas and checklists—available only here!
- Create a location system so precise, you'll be able to pinpoint even the smallest units—instantly
- Never take another physical inventory—learn how cycle counts can work for *you*
- And much more!

To enroll, call toll free 1-800-873-7545

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Make Inventories and Cycle Counts Work for You and Your Organization

While taking accurate inventories is essential to knowing exactly what stock you have, where it is and how much is on hand, no one ever looks forward to the dreaded “inventory day.”

Under the best of circumstances, your entire facility shuts down, shipments and receipts are suspended, employees are tied up for days, morale dives and overtime multiplies.

In the worst case, poorly trained (or just plain careless) employees skip certain parts, improperly identify others, record the wrong units of measure or miscount items.

Consequently, the on-hand quantities logged into the computer system don't match what's actually on the shelf in your storeroom or warehouse.

And—because inventory records are wrong—orders can't be filled on time, costly expediting becomes necessary, customers are unhappy, sales are lost and your overall operation is inefficient.

The truth is, there are many factors that influence the success of inventories and cycle counts. And if you don't know what they are—and how to use them to your advantage—you'll continue to struggle with people problems, headaches, hassles and inaccuracies.

That's why we developed this practical one-day workshop. Get up to speed on the latest tips and techniques guaranteed to help you run fast and efficient inventories that result in accurate inventory records—all while keeping your warehouse operating like clockwork.

SKU	UM	Quantity	Count	Recount	Variance	Adjusted
KRP 8839 25 clamps		298		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLE 8392 LST tape		34		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOCATION	SKU	UM	Quantity	Count	Recount	Variance	Adjusted
AM 02 03	KRP 8839 25 clamps		298		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM 02 04	MLE 8392 LST tape		34		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM 04 02	BUE 0192 FLD paper		654		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM 04 05	EJK 4772 RT rounds		56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM 05 01	SMB 7562 .5 bag		47		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enroll today!

Call us toll free at
1-800-873-7545 or
on-line at
www.skillpath.com

Get solid answers to all the questions you have about managing inventories and cycle counts, including:

- What exactly is an inventory locator system and do I need one?
- What's the best way to count very small parts?
- How can I track non-stock inventory?
- How can I keep track of where excess inventory has been stored?
- How do I keep employees from filling their pockets with my inventory?
- How can I account for the samples salespeople remove from stock?
- Should we count by item—or by location?
- How do I go about reducing buffer stock that ties up company cash?
- Is my current replenishment system the *best* system?
- What's the best way to organize my stockroom?
- Would bar coding really improve my tracking ability?

The fastest, easiest way to learn what you need to know

What if you knew how to get through counts faster ... bring accuracy to a new level ... motivate staff to willingly work extra hours and give their best ... quickly reconcile discrepancies ... get to the root cause of problems ... and find a tracking system that never fails?

Why waste your precious time researching the solutions to these and other pressing concerns? We've done the work for you and distilled hundreds of need-to-know techniques into one compact session. Each one has been tried and proven to work in the real world of inventory control, so they're ready to use and completely reliable.

Let's be clear about one thing: This workshop won't hash over the stuff everybody already knows.

Chock-full of often-neglected basics as well as cutting-edge strategies, *Best Practices for Managing Inventories and Cycle Counts* nails down the specific techniques proven to make the biggest impact on how inventories and cycle counts are managed.

Real solutions to the real problems you face

Whether you're new or experienced, you'll take home a set of working tools and procedures covering everything from root-cause analysis and locator systems to counting methods, bar codes and more.

And this relevant training doesn't stop there. It also addresses your most frustrating people issues. Discover how easy it is to end employee theft, train counters faster and better, deal with demanding auditors and build bridges with marketing, customer service and other departments who depend on you for accurate inventories.

Of course, we'll show you step by step how to apply what you learn in your own facility—and send you home with valuable checklists, formulas and worksheets that would take you years to develop on your own.

Learn from an expert with an exceptional track record of "wins"

You'll learn from an accomplished public speaker and inventory management pro who has struggled with the same challenges you face—and overcome them. Your trainer will answer your questions, offer insider tips, share little-known shortcuts and build your confidence—one skill at a time.

You'll leave this workshop completely convinced of your ability to run smooth and efficient inventories ... and assured that you have the skills to solve every challenge and overcome every barrier on the road to improved inventory accuracy.

Enroll today!

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Workshop Agenda



Take a close look at your existing system

- How to reduce forecasting errors—it's easier than you think
- Know your inventory system's strengths—and weaknesses
- Go paperless! Learn about electronic systems you can trust
- Questions to ask yourself before implementing JIT
- Learn the characteristics all successful inventory record-keeping systems have in common

Planning—the key to an error-free count

- The pros and cons of blind counts
- The absolute best ways to speed up cycle counts
- When using multiple-count approaches makes sense
- Checklists that will save you time and headaches
- Clutter, lack of organization, trash—clean up your “house” *before* the count
- Designing a simple and consistent location system
- Getting around the problems involved with count tags
- The best time to cycle count—and why
- Dealing with multiple storage locations and the headaches they cause
- How often should you count? Now it's easy to decide
- Selecting which items to count (Hint: Remember your goal)

Set up and run your cycle count program

- Will cycle counting solve your problems?
- ABC vs. Geographic: Which classification method is best?
- How the 80/20 rule applies to *your* inventory
- Never take another physical inventory—find out how
- Know your cycle-counting methods—and their drawbacks
- Pitfalls to avoid when ranking product
- The basic steps in a smooth, stress-free and accurate cycle count

Conduct headache-free physical inventories

- Dealing with the challenge of WIP inventory
- Overcome your biggest stressors when conducting a wall-to-wall inventory
- Get a firm grip on internal tracking with pallet tags
- Thinking about hiring an outside firm to count your inventory? Here's advice you can use
- The unique accuracy issues surrounding in-transit quantities
- The only way to deal with substitutions
- Reporting: How to keep others—especially higher-ups—informed of your progress

Manage people issues

- How to *not* get caught off guard by the auditors
- Training employees on how to do counts the *right way*
- The most effective people to designate as cycle counters
- Down with employee theft! Ways to beef up security *now*
- Tips for getting employees involved and thinking like a team
- Lack of concentration—are your counters guilty?
- Minimizing the things that cause the most stress on count day

Program hours:
9:00 a.m. to 4:00 p.m.

Troubleshoot and overcome challenges

- Resolving inaccuracies: Look at these 5 areas first
- Tighten record-keeping procedures—and get other departments to adhere to them
- How to know when a re-count is necessary
- Evaluating and reconciling variances
- Where did it go? Handling lost inventory
- *Understanding* errors—the neglected first step in reducing them
- Be aware of the potential negative effects of adjustments
- What *should* your accuracy be? A simple way to answer an important question

8 Big Reasons Why You Can't Afford to Miss This Training ...

1. **Save your organization money and space.** Eliminate rush orders, late deliveries, shortages, inventory reserves, missed production schedules—every profitability killer.
2. **Keep customers smiling.** Deliver exactly what customers order, when they need it—no errors, no waiting.
3. **Gain tight control of inventory.** Expertly reconcile discrepancies, uncover the causes of errors and track even hard-to-track items with precision.
4. **Avoid year-end write-offs.** Eliminate any potential of an inventory shrink and the associated embarrassment and costs as the fiscal year closes.
5. **Make better decisions.** Have on hand real-time information you can trust for improved planning, forecasting and scheduling.
6. **Streamline the count process.** Select the best people to count, train them effectively, use shortcuts to save time and keep the lid on stress.
7. **Improve communication across departments.** Get on the same page with logistics, accounting, marketing, customer service, production—all the stakeholders who care about inventory accuracy.
8. **Build your credibility with the “numbers” people.** Give the financial people the answers they need and the assurance they want that inventories are as low as possible.

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We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.

Enroll today!

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Top-notch trainers, comprehensive materials and our guarantee of satisfaction ensure that a quality learning experience awaits you at every SkillPath program—three of the reasons that all 500 of the Fortune 500 companies choose us to train their people. We hope you will too. After all, when you need training, why settle for less than the best?

IMPORTANT INFORMATION

Our registration table opens at 8:15 a.m. When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find seminar facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

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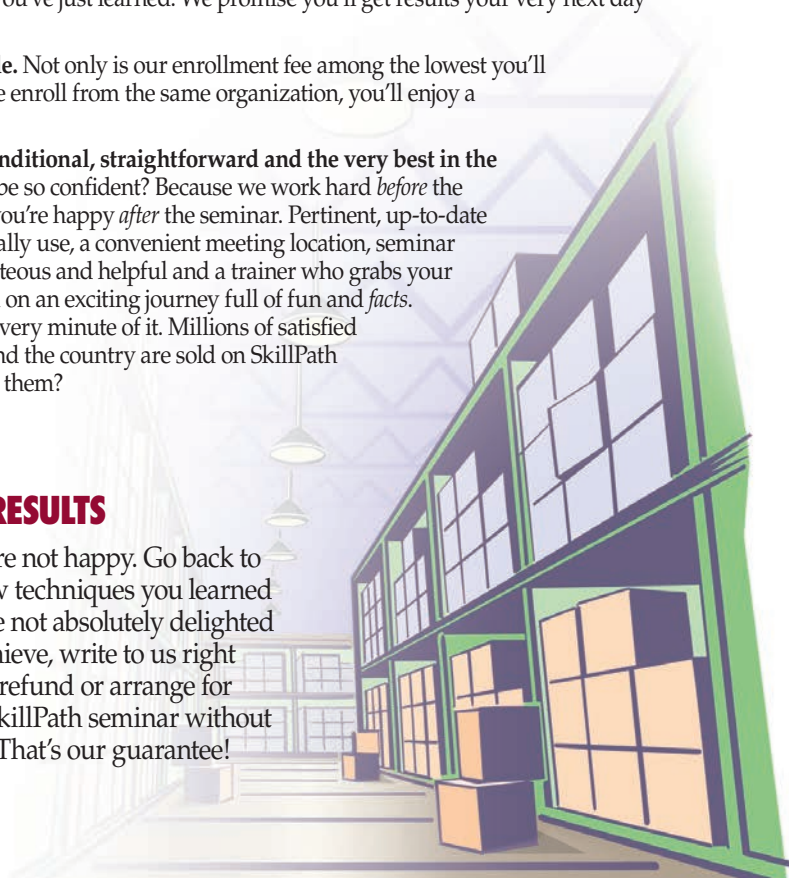
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Five More Good Reasons Why You Will Want to Attend This Program ...

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2. **We give you only the most important, important information.** There's a lot of information out there that could take you years to gather on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.
3. **Practicality is emphasized.** You will leave this seminar with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
4. **The value is unbeatable.** Not only is our enrollment fee among the lowest you'll find, when four or more enroll from the same organization, you'll enjoy a significant discount.
5. **Our guarantee is unconditional, straightforward and the very best in the industry.** How can we be so confident? Because we work hard *before* the seminar to make sure you're happy *after* the seminar. Pertinent, up-to-date information you can really use, a convenient meeting location, seminar registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and *facts*. We believe you'll love every minute of it. Millions of satisfied participants from around the country are sold on SkillPath seminars. Why not join them?

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- Visit our Web site at www.skillpath.com for easy on-line registration.
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- If you prefer to fax us your registration, the number is 1-913-362-4241. Please include credit card information or mail in your payment before the seminar date.
- Of course, you can complete the enrollment form below, clip it and mail it with payment to:
SkillPath Seminars, P.O. Box 804441, Kansas City, MO 64180-4441.

Whatever your method of registration, be sure to enroll right away since space is limited. As soon as we receive your enrollment, we'll send your Express Admission Ticket. Simply bring it with you to the program and hand it to the registrar. If your ticket doesn't arrive before the seminar, be sure to go anyway. We'll be expecting you. Walk-in registrations are welcome on a space-available basis only.

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

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- Session you wish to attend
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Best Practices for Managing Inventories and Cycle Counts

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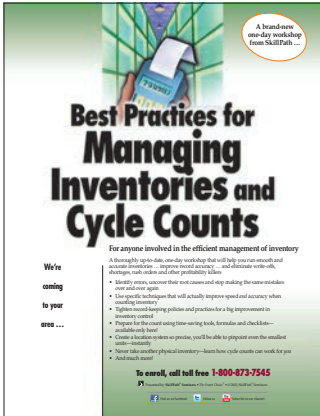
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