

Inventory Management

The Nuts and Bolts Course Outline



No business can survive very long without an effective program of controls over the parts and materials that are used in producing or distributing goods and services of the firm. Like many other things that depend on human interpretation, “control” means different things to different individuals.

This is an introductory course for you, the warehouse or stockroom manager, the person in charge of what comes in and goes out of your company. You want a smooth and cost-effective operation, with enough products on hand to satisfy needs without stockpiling too much.

This course will discuss all aspects of inventory management, including common terms, the inventory cycle, how to maintain inventory accuracy, and what some of the latest trends are.

This one-day course will teach participants how to:

- Understand terms that are frequently used in warehouse management.
- Identify the goals and objectives of inventory management and measure your process against these goals.
- Calculate safety stock, reorder points, and order quantities.
- Evaluate inventory management systems.
- Identify the parts of the inventory cycle.
- Better maintain inventory accuracy.

Course Overview

Participants will spend this session getting to know the course objectives and will also have an opportunity to identify their personal learning objectives.

What is Inventory

To begin, participants will explore what inventory is and what key concepts (including LIFO, FIFO, backorders and lead time) mean. Participants will also look at the goals and objectives of inventory management and analyse where their system can improve.

Types of Inventory

This session will explore anticipation, fluctuation, lot size and transportation inventories.

Key Players

Next, participants will discuss what roles customers, top management, and employees play in the inventory management system.

Setting up the Warehouse

This session will discuss the objectives of a warehouse and ways to maintain location accuracy.

What Makes a Good Inventory Management System?

Next, participants will discuss the types of inventory management systems and the criteria for a good system.

The Warehouse Inventory Cycle

This session will introduce the warehouse inventory cycle of demand, receiving, validation and put-away.

Identifying Demand

In this session, participants will learn how to determine order quantities, re-order points, and safety stock through discussion and a case study.

The Receiving Process

Next, participants will learn what should happen when materials are received into inventory.

Validating Inventory

This session will explore ways to validate the quality of merchandise.

The Put-Away Process

Participants will discuss the five goals of the put-away process.

Maintaining Inventory Accuracy

Next, participants will learn ways to keep their inventory organised and controlled.

The Outbound Process

This session will look at the phases of the outbound process: picking, packing, loading and shipping.

Industry Trends

To conclude the course, you will explore some of the latest inventory management trends, including online systems and just-in-time principles.

Course Wrap-Up

At the end of the day, participants will have an opportunity to ask questions and fill out a personal action plan.