



**Training LBA**  
A division of Logistics Bureau (Asia) Limited

## **Successful Inventory Management Workshop on February 5-6, 2009 Landmark Hotel, Bangkok**

### **Introduction**

- For every Bht 100,000 worth of stock held in inventory, moving or non-moving, a company will spend Bht20,000 - Bht35,000 per year just keeping it on the shelf.
- The standard of service provided by many companies to their customers gives much cause for complaint. Many of these complaints can be attributed directly to poor inventory management.
- The "Successful Inventory Management" Workshop will show how stock levels can be reduced, without creating an adverse impact on service levels, with resultant cost savings returned to the bottom line.
- Quote: *"It never fails to amaze me how companies will have strict controls over the management of Bht10,000 of petty cash, but will let Bht10 million of inventory run itself !"*

Colin Airdrie, Managing Director of Logistics Bureau Asia.

### **Learning objectives**

- To help managers associated with the management of inventory understand the principles, the concepts and the techniques involved.
- To show delegates how to apply these in a way that is financially beneficial to their companies' balance sheets.

### **Who should attend?**

Logistics professionals from all industrial sectors who involve with the management and control of inventory, including:

- Supply Chain / Logistics Directors & Managers
- Inventory Managers
- Warehousing Managers
- Financial Managers
- Procurement Managers
- General Managers
- Supply Chain Analysts



*Logistics Bureau Asia*

The training is organised by **Logistics Bureau (Asia) Limited**, a company that provides experienced and well qualified business consultants who have specialised in the area of Supply Chain and Logistics consultancy. So we fully understand broader business strategy and the role of Supply Chain and Logistics in supporting it. We are based in Australia and Asia.

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**For further administrative enquiries, please contact Khun June or Khun Prapas at:  
Tel : +66 2 277 3071 Fax : +66 2 277 2869 Email : [prapas@logisticsbureau.com](mailto:prapas@logisticsbureau.com) Website : [www.traininglba.com](http://www.traininglba.com)  
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## Workshop Outline

### **Module 1:** Introduction to Total Supply Chain Management

Delegates will be introduced to the concept of total supply chain management and part played by inventory management.

- The Supply Objectives (The six "rights")
- Functions and responsibilities within the Supply Chain
- Inventory Accounting
- Inter-functional Co-operation
- Impact of Functions and Sub-functions on Total Cost
- Communication

### **Module 2:** The Fundamentals of Stock Control

Effective stock control depends on the application of certain fundamental principles. These are identified to delegates.

- Factors affecting Stock Control
- The Nature of Demand
- The Pattern of Demand
- The Predictability of Demand
- Stock Levels and Stock-outs
- Warehousing Support

### **Module 3:** Differential Stock Control

Differential stock control is a technique whereby scarce management resources can be prioritised to optimise their effectiveness.

- Applying Pareto Analysis to Inventory Management
- ABC Categorisation

### **Module 4:** Stocktaking & Stock Checks

Stocktaking and stock checks are an essential procedure for ensuring that the inventory and logistics functions are being managed and operated correctly, but they are frequently incorrectly executed.

- Types of Stock-take
- Stock Record Updating
- Discrepancy Investigation Checklist.
- Principles of Stocktaking
- Conduct of the Count

### **Module 5:** Classification and Coding

An inventory should be classified and coded to ensure that it can be managed effectively. Delegates are exposed to the advantages and disadvantages the different methods.

- Categorisation of Materials and Supplies
- Methods of Coding
- Digital Significance Coding System Development
- Stores Catalogue Maintenance

### **Module 6:** Provisioning and Forecasting Demand

Establishing the depth and range of an inventory depends on objective calculation tempered by subjective assessment. Delegates are shown how to increase their chances of meeting operational requirements

- The Stockholding Conflict
- Provisioning
- Range and Depth of Stockholding
- Calculating the Requirement
- Economic Order Quantity
- Operational Costs
- Forecasting the Requirement

### **Module 7:** Determining Safety Stock Levels

Safety stocks are a necessary financial burden on the business. Delegates are shown how to calculate safety stock levels to ensure that service levels are maintained for a reasonable cost to the business.

- Applying Differential Stock Control
- Setting the Safety Stock Level

### **Module 8:** Questions and Discussions

Delegates are invited to discuss issues that have arisen either as a result of their attending the workshop, or from their own experiences in their place of work.

### **Note**

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker or venue. Every effort will be made to inform the participants of the changes. The teaching methodology comprises participative lectures and is interactive in nature which will involve participation from attendees. So, notwithstanding the proposed outline above, the programme may not necessarily be conducted in exactly the same sequence or duration for each topic.



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### About Your Trainer

**COLIN AIRDRIE is Managing Director of Logistics Bureau (Asia) Limited, a subsidiary of Logistics Bureau Pty, the largest management consultancy specialising in Supply Chain in the Asia Pacific Region. He is originally from U.K., but has been operating in Asia for the last 12 years.**

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Post-Graduate Diploma in Management Sciences UMIST, United Kingdom</li> <li>• Fellow, Chartered Institute of Logistics &amp; Transport</li> <li>• Visiting Professor, Tianjin College of Transportation, P.R. China</li> </ul> <p><b>Supply Chain Experience</b></p> <ul style="list-style-type: none"> <li>• 38 years in supply chain and logistics operational and strategic management, and consultancy.</li> <li>• The above includes 12 years experience at senior management levels in Asia, mainly in Thailand and P.R. China.</li> <li>• Regional business development Asia Pacific</li> <li>• Military supply chain operations and development</li> <li>• Training and career development</li> </ul> <p><b>Industry Experience</b></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Party FMCG Logistics in UK, S.E. Asia (including Thailand) and China</li> <li>• In-house retail logistics and distribution, development and operations.</li> <li>• Cold chain operational management and development</li> </ul>	<p><b>Consultancy Experience</b></p> <ul style="list-style-type: none"> <li>• FMCG DC design and commissioning (P.R. China – 2 major DCs totalling 76,000 sqm)</li> <li>• Materials management electronic components manufacturing.</li> <li>• White goods national distribution</li> <li>• Bulk cement supply chain</li> <li>• Training Course Design and Execution: Inventory Management, Warehouse Design &amp; Operations</li> <li>• Footwear and apparel</li> <li>• Logistics software selection</li> <li>• 3PL selection</li> <li>• DC operations &amp; transport network optimisation</li> </ul> <p><b>Specialist areas of expertise</b></p> <ul style="list-style-type: none"> <li>• Retail Supply Chain strategy development and implementation</li> <li>• Logistics operations in S.E. Asia and P.R. China</li> <li>• Logistics facilities design, construction and implementation.</li> <li>• Logistics network design</li> <li>• Inventory management.</li> </ul>
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### The Venue:

The Landmark Hotel (138 Sukhumvit Road, Bangkok, Thailand) is a top-quality conference venue conveniently located close to the Nana BTS Station on the South side of Sukhumvit Road. Delegates traveling in daily are encouraged to use the BTS Skytrain in order avoid delays due to rush-hour traffic.

Car parking is available at the hotel and is free to delegates attending the workshop on presentation of a stamped Car Park ticket.

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# Registration Form

Fee/Delegate (THB)	Early Bird (10% discount for payment by 30 Dec 2008)	Normal 2 days course
Fee	22,500	25,000
+ 7%VAT	1,575	1,750
- 3% Withholding Tax*	(675)	(750)
<b>Total Paid</b>	<b>23,400</b>	<b>26,000</b>

This covers:

- 2 days tuition
- Full set of documentation
- Certificate of Attendance
- Morning and afternoon refreshments
- International Buffet Lunch

**Send two or more delegates to qualify for a 10% discount.**

\* Withholding Tax deduction is applied for a Thai-registered company only.

**Our Tax ID No : 3 030 274 397**

### Methods of Payment:

1. Crossed Cheque made payable to:  
Logistics Bureau (Asia) Limited  
Please send to:  
148 Soi Inthamara 22  
Sutthisan Road  
Dindaeng, Bangkok 10400  
Thailand

2. Telegraphic Transfer to the account of:  
Logistics Bureau (Asia) Limited  
Siam Commercial Bank Sutthisan Branch  
Account No: 021-253887-3  
Swift Code : S I C O T H B K

3. Credit Card  
Card Number \_\_\_\_\_

Card Holder's Name \_\_\_\_\_  
Expiry Date \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

*Note : Please note that payment are required with registration and must be received prior to the course to guarantee your place.*

**Please complete this form and fax to  
+66 2 277 2869**

**Course Title** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### Attendees:

Name : \_\_\_\_\_ Position : \_\_\_\_\_

Name : \_\_\_\_\_ Position : \_\_\_\_\_

### The invoice should be directed to:

Name : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Authorising Manager : \_\_\_\_\_

Position : \_\_\_\_\_

Signature & Company Stamp :

### Cancellations & Substitutions

All cancellations must be made in writing. If cancellation is received 2 weeks before the event, you will be entitled to a 50% refund. Due to contractual commitments, no refund will be made for cancellation within 2 weeks before the event. However, a complete set of documentation will be sent to you. Substitutions are welcomed at anytime.

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