

How to Improve Inventory Accuracy, Conduct Cycle-Counting & Physical Inventory Exercise Effectively

2 Days Training Programme at Unisel, Shah Alam, Selangor



Training Collaboration



HRD Corp Claimable SBL Khas Course No: 10001573695

Objectives

Inaccurate in physical inventory records, poor cycle-counting and annual physical inventory exercise shall contribute to wrong current asset figures, line stop, customer's frustration, lost of sales, low productivity, late deliveries, unnecessary emergency replenishment and high obsolescence.

Hence, in this training, the participants shall be trained on how to:

- 1) Apply the BEST PRACTICES in conducting Daily Cycle Counting effectively.
- 2) Perform Annual Physical Inventory Exercise with High Accuracy and Improve Process Speed (Time Reduction).
- 3) Avoid the Unnecessary Errors, High Time Consumption and Unnecessary Cost in Daily Cycle Counting and Annual Physical Inventory Exercise (Stock Take).

Training Duration

This is a 2 days course running from 9.00 am to 5.00 pm.

Who Should Attend

All staffs that related to Annual Physical Inventory Exercise (Stock Take), Daily maintenance of inventory accuracy and conducting Daily Cycle Count.

Methodologies

Participants are guided through practical steps of the topics with a combination of lectures, discussions, case studies and video presentations.

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Programme & Modules

Day 1 (9am to 5pm)

Module 1

> Introduction

Introduction to Warehouse, Distribution Centre and Store Management.

The Importance of Right Inventory Balances Disclosure

The Differences in Annual Stock Take, Daily Cycle Counting, Finance Cycle counting, Inventory Item Accuracy, Inventory Amount Accuracy and Inventory Location Accuracy

Module 2

> Daily Cycle Counting

Types of Inventory in Cycle Counting, Manual, Barcoding, RF or Drone Counting

Preparation for Cycle counting, Identify Sampling Plan in Cycle Counting

Prepare Schedule, Perform Cycle count by Locations, Cycle count by Part Number

Explore the 8 methods in Daily Cycle Counting

ABC Classification - Highest Volume of Usage X SKU's Value

FSN Classification – Highest Movement per SKU

XYZ Classification – Highest Value per SKU

EXERCISE : Calculate Daily Cycle-counting Sampling Plan

Module 3

> Evaluate Findings

Types of Variances, Recount & Inventory/Stock Reconciliation

The importance of On-Time Transactions for Cycle Counting exercise

EXERCISE : How to to Speed up Daily Cycle Counting exercise

Module 4

> Take Corrective / Preventive Actions for continual improvement

Analyze Overall Cycle Counting Results

Other Problems Detected during Daily cycle Count – Damages, Space problems etc.

> Q & A session

End of Programme for Day 1

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Programme & Modules

Day 2 (9am to 5pm)

Module 5

> Plan in Cycle Counting

SWOT Analysis in Cycle counting – Strengths, Weaknesses, Opportunities and Threats, Histogram & Fishbone Diagram

Module 6

> Physical Inventory Exercise

The Requirement in Disclosing Stocks Values Accurately
Cost Involves in Physical Inventory Exercise and How to Curtail it
What to includes in Planning for Annual Physical Inventory Exercise
Creating Inventory Exercise Organization Chart and Counting Progress Table
Your Checklists before Physical Inventory Exercise – **4M1S** Approach
How to Calculate the Manpower Required for Physical Inventory Exercise
What are the Common Problems in Physical Inventory Exercise and How to Avoid Them
Identify Inventory Exercise Process Time, Cycle Time and Bottleneck Calculations
How to Speed up Counting Process and Save Cost in Physical Inventory Exercise?

Module 7

> How to conduct Physical Inventory Exercise effectively

Determination of Critical Path in Physical Inventory Exercise
Construct Physical Inventory Exercise PERT Diagram
(Early Start – Early Finish - Latest Start – Latest Finish Calculation)

Module 8

> Post Mortem after Physical Inventory Exercise

Post mortem on Pre / In-Progress / Post Annual Inventory Exercise
Physical Inventory Exercise SOP Write-up, Training and Review
Corrective and Preventive Actions for Continual Process Improvement

> Q & A session

End of Programme for Day 2

How to Improve Inventory Accuracy, Conduct Cycle-Counting & Physical Inventory Exercise Effectively

2 Days Training Programme

TENTATIF PROGRAMME

DAY ONE

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.45 – 9.00 AM	Registration Day 1	<i>Trainees</i>
	9.00 – 9.10 AM	Ice Breaking	<i>Trainer & Trainees</i>
	9.10 – 10.15 AM	Module 1	<i>Trainer</i>
	10.15 – 10.30 AM	Morning Tea Break	
	10.30 – 12.00 PM	Module 2	<i>Trainer</i>
	12.00 – 1.00 PM	Module 3	<i>Trainer</i>
	1.00 – 2.00 PM	Lunch Break	
	2.00 – 2.45 PM	Module 3	<i>Trainer</i>
	2.45 – 4.00 PM	Module 4	<i>Trainer</i>
	4.00 – 4.15 PM	Afternoon Tea Break	
	4.15 – 5.00 PM	Module 4	<i>Trainer</i>
	5.00 – 5.15 PM	Question & Answer Session	<i>Trainer and all trainees</i>

How to Improve Inventory Accuracy, Conduct Cycle-Counting & Physical Inventory Exercise Effectively

2 Days Training Programme

TENTATIF PROGRAMME

DAY TWO

DATE	TIME	ACTIVITIES	ACTION BY
DAY 2	8.45 – 9.00 AM	Registration Day 2	<i>Trainees</i>
	9.00 – 9.10 AM	Day 1 Summary	<i>Trainer & Trainees</i>
	9.10 – 10.15 AM	Module 5	<i>Trainer</i>
	10.15 – 10.30 AM	Morning Tea Break	
	10.30 – 12.00 PM	Module 5	<i>Trainer</i>
	12.00 – 1.00 PM	Module 6	<i>Trainer</i>
	1.00 – 2.00 PM	Lunch Break	
	2.00 – 2.45 PM	Module 6	<i>Trainer</i>
	2.45 – 4.00 PM	Module 7	<i>Trainer</i>
	4.00 – 4.15 PM	Afternoon Tea Break	
	4.15 – 5.00 PM	Module 8	<i>Trainer</i>
	5.00 – 5.15 PM	Q&A, Closing Talk, Prize Presentation and Photo Session.	<i>Trainer and all trainees</i>

Fees & Registration

Course Fees - Public Training (2 Days Course)

RM 1,800.00 per participant (Venue at UNISEL, Shah Alam. Selangor)

Fees includes Food and Refreshment (4X), Training Materials and Certificate of Attendance. The fees are Claimable under HRDCorp Skim Bantuan Latihan Khas (**SBL-Khas**).

Registration

Please Call us at 03-6038.58.38 or Email the Registration Form below to :
eddy@penyediaatihan.com

REGISTRATION FORM

Please Click Here if you like
to Register by using
Google Form

Dear FR Resources, please register as per below :

Subject : How to Improve Stock Accuracy, Conduct

Cycle-Counting & Physical Inventory Exercise Effectively

HRDCorp Claimable SBL Khas Course Registered No: **10001573695**

Requested Date :

Company Name :

Company Address :

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Participant Name and IC No:

Participant Name and IC No:

Participant Name and IC No:

HR Contact Person :

HR Contact Number : Email

Trainer Profile

Dr. Mohd Fadzil bin Harun

PhD (UPSI), MBA (UUM), HRDCorp TTT No. 7855.

Dr. Mohd Fadzil bin Harun (IC No: 661107-08-5103) has more than 20 years managerial experience in Supply Chain, Warehouse and Logistics operations. He earned his PhD in Warehousing and Logistics from Universiti Pendidikan Sultan Idris. He also possess Master of Business Administration from Universiti Utara Malaysia. He is a Certified Trainer under HRDCorp, Certified Forklift & Reach Truck Trainer and Certified Overhead Crane Trainer.



As an experience Consultant and Trainer, Dr. Mohd Fadzil involves in setting-up many new Warehouses for various industrial background such as E-commerce, Automotive, FMCG, Hard disk drives, Electronics, 3rd and 4th Party Logistics. He is also working as a trainer under FFM, IEM and possess Teaching Permit issued by the Ministry of Education. He is also had directly involved in the implementation of Lean Distribution through-out Malaysia (e.g. for Massimo Bread), GDP, ISO9001, ISO27001, ISO14298, ISO45001, EMS and ISO 37001 (ABMS).

On top of the above, Dr. Mohd Fadzil also a Certified Forklift & Reach Truck Trainer, contributes in Safety Forklift & Reach Truck training as well. Dr. Fadzil also had been appointed as an Industrial Advisor for local Universities (such as for UNISEL & DRB HICOM University programs). He also involves in modules writing and working as a Part time lecturer and Academic Facilitator for local Universities such as UMP, UTM Space, DRB-HICOM University, Open University, UUM and Asia e-University. His lectures involves in OSHA, Warehouse Management, Lean Management, Vendor Management, Vendor Development, Operational Management and Supply Chain Management for Diploma, Degree as well as Master students. His industrial trainees includes from Petronas, Cryovac (M) SB, Syarikat Air Johor Berhad, Puncak Niaga Berhad, CCM Pharmaceuticals, Malaysian Helicopter Services, ABB (Msia) Sdn Bhd, Bagus Marketing SB, Guinea Foods (Ayam brand), Pasaraya Borong Sakan, B Braun, NAFAS, Mc. Bride FORTLAB, Perak Hanjoong, Kobe Precision SB, Sprint Logistics SB, Percetakan Keselamatan Negara, Percetakan Teguh SB, Synergy Health (M) SB, Malaysian Institute of Aviation Tech. MEICO Chipboard, RotiBoy, WRP Asia, Sunway Medical, CJ Korea Express, Tan Chong Motor, Pharmaniaga Life Science, Atlantic Air (M) SB, Yosogo, Taliworks (Langkawi), Transocean Distribution Hub, Fujimi Micro SB, Msian Automotive Lighting SB, PKNS, Vacuumschmelze (M) SB, Hunter Douglas (M) SB, FEC Cable, Nurachem SB, Sanko Sangyo (M) SB, Mersk SB, Pos Logistics Berhad, Yee Lee Trading Co. SB, TGS Maritime Tech, JB Cocoa, GE Engine Services Malaysia SB, Cummins Scott & English SB, Aeroline SB, Topaire SB, KPJ, Gleneagles, IceHoliday, UMW, TCIM, George Kent (M) SB, Tenaga Nasional Berhad, PT Pundi Kencana (Indonesia), Cold Chain Network SB, Airod Aerospace, DB Schenker (M) SB, SME Aviation Sdn Bhd, Proton, Perodua and others.

Popular HRDCorp Claimable Courses

PUBLIC TRAINING PROGRAM

Fees : All the below fees inclusive of Certificates, Meals (4X), Notes etc.

OSH Coordinator Course (3 Days)

RM 750 per participant (UNISEL, Shah Alam)

Click for VTT



[Click here to Request Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Training (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Emergency Res. Team / Fire Fighting (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Safety and Health Committee Training (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 860 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Professional Certificate

Forklift Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Professional Certificate

Reach Truck Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Contact Eddy / Umairah : 03-6038.58.58, 013.512.7777

Training Collaboration



Popular HRDCorp Claimable Courses

IN-HOUSE TRAINING PROGRAM

(Venue: At your own premise)

Fees : All the fees below inclusive of Notes, Certificates etc. for companies in Peninsular Malaysia.

Click for VTT

OSH Coordinator Course (3 Days)

RM 12,800 for 20 to 30 Staffs (at your premise)



[Click here to Request Module & Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Training (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Emergency Res. Team / Fire Fighting (1 Day)

RM 4,800 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Overhead Travelling Crane (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Ergonomic & Manual Handling in Workplace (1 Day)

RM 4,300 for 30 participants (at your premise)

[Click here to Request Module & Quotation](#)

Safety and Health Committee Training (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 8,600 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

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