I. Introduction
   a) Why the need for cost reduction measures
   b) Who can implement these methods?
   c) Can I really make a difference?

II. Organizing and Developing a Successful Cost Reduction Program
   a) What management can do about cost reductions
   b) Developing your cost reduction program
   c) Waste Prevention and its impact to the bottom line
   d) Operational analysis – a key to many savings
   e) Promoting a cost reduction program
   f) Communication results to all levels of management/organization
   g) Case history of a successful program

III. Employee Involvement the Key to Cost Cutting
   a) Best way to promote the suggestion system
   b) Using a five-step approach
   c) Administration of the program
   d) Should awards be considered?

IV. Forms Management in Today’s Modern Business
   a) The basis of forms management
   b) Future of forms management
   c) Creating a forms program
   d) Organizing a forms program
   e) Steps to establish a program
   f) Implementing and maintaining the program
   g) Reports to management

V. Techniques to Reduce the Cost of Paperwork & Cycle Time
   a) What the history shows!
   b) Analyzing your paperwork costs
   c) Establishing your operational flow
   d) Formulation of the BPI application
   e) Forms to use in a BPI review
   f) Checklist procedures
VI. MRP in Purchasing and Inventory Management
   a) What a systemized plan confers
   b) Making plans complimentary
   c) Symptoms problems of MRP
   d) MRP conversions
   e) Knowing the cost of inventory
   f) How to control inventory investment;
      1) VMI applications
      2) Baby “k” savings
   g) How best to dispose of obsolete materials

VII. Productivity Improvement and Cost Controls
   a) Organizing for productivity improvements
   b) Performance measurements and improvements
   c) Expected payoff and benefits
   d) Applying Activity Based Costing to a process

VIII. Quality Assurance as a Cost Reduction Application
   a) What quality control really is
   b) Establishing a quality policy
   c) Analyzing specific process costs
   d) Quality cost components
   e) Types of quality methods to apply;
      1) standards methods
      2) process charts
      3) SPC applications
      4) 6~Sigma control

IX. Product Engineering & Production Techniques
    a) Value Analysis
    b) Value Engineering
    c) Computerized techniques
    d) JIT Models
    e) Applying JIT techniques
    f) Product Engineering
    g) Re-manufacturing

X. Cost Reduction Methods in Maintenance
   a) Preventive maintenance
b) More maintenance tips and applications
  c) Energy reduction
  d) Cases of energy reduction savings
  e) Purchasing machinery
  f) Getting your moneys worth
  g) Reliability vs. total cost
  h) Other machine cost reduction ideas

XI. Cost Estimating and Control to Reduce Expenditures
  a) Cost per direct labor
  b) Analyzing manufacturing costs
  c) Breakeven analysis
  d) Impact of parts shortages on labor costs
  e) Network analysis
  f) PERT/CPM applications
  g) PERT/CPM calculations
  h) Cost reduction ratios

XII. Cost Reduction Strategies in Marketing
  a) Using the computer for market analysis
  b) Segmentation analysis
  c) Balancing cost reduction with customer satisfaction
  d) How to apply the 80/20 rule for reducing efficiencies

XII. Miscellaneous Cost Reductions
  a) Conducting a better business plan
  b) Cash management services
  c) Improving plant layout and design
  d) Vehicle economy
  e) Office efficient applications
  f) Pay for knowledge
  g) Successful EDI/EFT applications and savings
  h) How to choose a consultant
  i) Reducing travel costs
  j) Money savings in your mailroom
  k) Recycling paper

XIV. Summary of the Session