



LUMBERTECH

Training & Education for the Retail Lumber & Building Materials Industry

Project Management

with a focus on Special Orders & Inventory Management

Class was formerly called Special Order & Project Management

Class Dates & Locations

Golden Valley, Minnesota
March 7, 2019

Sioux Falls, South Dakota
May 2, 2019

Class Hours

9:00 am - 4:00 pm

Registration Fee

per person

NLA Member
\$250
\$225 3 or more
\$210 Certificate Enrollee
Regular/Non-member
\$375

Included in your registration fee is the course manual, and lunch. Hotel accommodations are not included. Information on a discount room block is listed above.



Online Registration Available at www.nlassn.org

2019-Feb/8

This course is for all employees that work directly with customer projects and handling of special order inventory. It is essential to employees in sales who are responsible for the flow of material (both stock and special order) to the job site.

Who Should Attend

- Inside and/or Outside Sales - **This class is especially helpful for new team members and/or those transitioning from other roles**
- Purchasing Personnel
- Project Managers
- Anyone setting prices who needs to understand margin vs mark-up

During this class, participants will discuss the fundamentals of special order and project management, the necessity of good vendor relationships and develop a clear understanding of the importance of properly handling projects.

The agenda includes:

Special Order Focus:

- What is a special order;
- Why is it important to track each item;
- How to properly price items;
- The difference between margin vs mark-up; and
- Accuracy of orders and the high cost of mistakes.

Project Management Focus:

- How to guide your customer smoothly through their project;
- The importance of understanding your customer/contractor and their preferences and needs; and
- Why you need to know the project time line and who is involved in the project (General Contractor - Sub contractors - etc).

Learn from fellow attendees during roundtable discussions.

“Very informative overall. Nice to hear from other lumberyards their problems and ideas.” - 2018 Lumbertech Participant

Instructor

Emily Overson is an accounting professional who has spent the last 18 years focused on the LBM industry. Emily’s work in retail LBM dealers covered Accounting, Human Resources, IT, Purchasing, Inventory Management, Sales Initiatives, Training Programs and overall Business Management. She is aware of the challenges facing independent retailers and is passionate about the industry and sharing knowledge to strengthen it.

Northwestern Lumber Association

701 Decatur Avenue North #105, Golden Valley, MN 55427 888.544.6822 Fax 763.595.4060 cjohnson@nlassn.org

Northwestern Lumber Association Professional Development Program

Project Management

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Dates & Locations

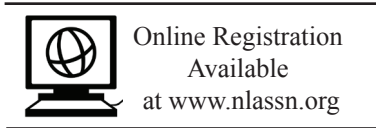
Class Hours: 9 am - 4pm

Golden Valley, MN- March 7, 2019

Class will be held at Forius NACM -
8441 Wayzata Blvd Suite 270A, Golden Valley, Minnesota

Sioux Falls, SD - May 2, 2019

Class will be held at First Bank -
2300 W 57th Street, Sioux Falls, South Dakota



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Questions? Contact Connie Johnson, Director of Professional Development (763) 595-4045 or cjohnson@nlassn.org.

Attendee Name	Class Location	Enrolled in Certificate/Diploma Program (Yes/No)	Price
TOTAL			\$

Company Contact _____
 Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ E-mail _____

Payment Options

- Credit Card
 - Mastercard
 - Visa
- Check

Credit Card Information

Name on Card _____
 Card # _____ Expiration Date _____ CSV-CODE _____
 Billing Address _____
(if different than above)
 Signature _____ Date _____

If you do not receive an e-mail confirming your registration, please contact the NLA office.

Cancellation Policy: Substitutions are accepted at any time for individual classes. (No substitutions allowed for certificate/diploma registrations) To receive a full refund, cancellation must be received by NLA 14 days prior to the class. Cancellation requests received between 4 and 13 days before the class will be subject to a 50% administration fee. No refunds will be given for cancellations received 3 business days or less prior to the class or for "no shows".