



Inventory Specialist

2008 Training Agenda

Inventory Specialist Training Agenda

Being an Inventory Specialist will require a few days of dedicated attention to the matter. This job depends entirely upon your performance in and knowledge of your field of activity, so you must learn it thoroughly. During the three days of training, you can expect a rigorous amount of information, with enough real-life experience to learn effectively and execute projects efficiently and accurately.

Those *activities in italics* will be class activities consisting of group discussion and PowerPoint presentations, and question and answer periods. Those **activities in bold** will be on-site immersion activities where you get hands-on time in the field.

It is mandatory that you have read and had any questions answered on the *Inventory Specialist Training Manual* prior to your arrival at the training.

Day One

9:00-10:00 a.m.	<i>Introduction & Welcome</i>
10:00-12 noon	<i>What is Chattel?</i> <i>Appraisal Overview: The Basics</i> A visit from our in-house CPA, Warren Taryle
12 noon-1:00 p.m.	Lunch
1:00-4:30 p.m.	On-Site Immersion: Kitchen Inventory Exterior Inventory
4:30-5:30 p.m.	Special Cases
Evening	Homework & Free Time

Day Two

8:00-8:30 a.m.	<i>Questions</i>
8:30-11:00	<i>Kitchen Review</i>
11:00-12 noon	<i>Insurance Requirements, On-Site Safety & Etiquette</i>
12 noon-1:00 p.m.	Lunch
1:00-6:00 p.m.	Entire House Inventory: Establish Your Process
Evening	Free Time



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Day Three

- 8:30-9:00 a.m. Questions
- 9:00.-9:30 a.m. Quality Control: Checking your Work
- 9:30-11:00 Exam
- 11:-12 noon Exam Review & Scoring
- 12-1:00 p.m. Lunch
- 1:00-5:00 Technology: Excel Documents, Online FTP (using www.box.net) pictures, naming conventions
- 5:00-6:30 p.m. Graduation Ceremony & Cocktails

Please remember that all travel expenses are the responsibility of the Inventory Specialist. Lunch will be provided each day, on location and by Farrelli's Cinema Super Club. Please also double-check what time class begins each day, as the classes do not begin at the same time every day. Be sure to arrive on-time and well-rested. Bring comfortable clothes that you feel comfortable moving around in, and that you can get a little dirty. If you would like further details on more of what to expect, please email trainer@chattlepxerts.com.