



Management & Continuing Education Guide

This Guide was developed by IEC University with the assistance of the IEC National Education Committee with support from the IEC National Industry Partnering Committee. It lists almost 100 live presentations, several CD-ROM & video programs, and a large number of online courses, including hundreds of courses offered through IEC University's eCampus.

This information is intended to assist IEC chapters and members in locating quality information and programming relating to management issues, safety, and technical topics. Although IEC University believes these programs are of the highest quality, IEC takes no responsibility for their content or quality. All logistic and financial aspects of these programs are the responsibility of the providers and the IEC chapters and members contracting for these programs.

When contacting potential speakers listed in this Guide, please let them know that you found their listing in the IEC University Management & Continuing Education Guide.

Questions? Contact IEC National at 703-549-7351.

CONTENTS

Programs by Topical Category	2
Programs by Provider	4
Programs by Delivery Method	6
Programs by Title	8

Programs by Topical Category

See the 'Programs by Title' section for more information about individual programs.

Industry Issues

Business Guide to Controlling Insurance Costs
Finding, Attracting & Retaining Skilled Workers in a Tight Market
Hiring Legally: Keep Your Company a Merit Shop
IECU eCampus
Immigrant & Ethnic Workers: Recruiting, Hiring & Retaining the Best
Professional Ethics: A Preventative Maintenance Approach
Starting or Updating a Substance Abuse Program
What Your Business Is Worth
Worker's Compensation: Strategies to Manage Risk

Leadership

Building the Project Team
Business Valuation & Exit Planning
Changing Face of Leadership
Coaching for Exceptional Leadership
Creating a Shared Vision
Emergency Planning for Facilities
Essentials of Effective Leadership
Exceptional Field Leadership
Financial Ratios
Finding, Attracting & Retaining Skilled Foreman & Leadership Skills for Electrical Contractors
Hiring Legally: Keep Your Company a Merit Shop
IECU eCampus
Immigrant & Ethnic Workers: Recruiting, Hiring & Retaining the Best
Lead & Develop the Next Generation
Leading Change
Make Your Family Business Succeed
Management Succession: Planning for the Transition
Managing & Motivating the Under-30 Work Force
Motivate & Inspire Employees with Non-Monetary Incentives
New Hire Employee Safety Orientation
Protecting Your Investment
Recruiting & Hiring the Right People
Strategic Planning for Contractors
Turning around Turnover: Keeping the Best Employees
What Your Business Is Worth

Operations

A New Paradigm in Paperless Estimating Emerges
Advanced Estimating (By Hand)
Avoiding Hiring/Firing Issues
Basic Estimating (By Hand)
Best Practices of Contractors

BidTrac
Business Guide to Controlling Insurance Costs
Business Is Business – and Electrical Contracting Is a Business
Change Order Management
Change Order Negotiation
Computerized Electrical Estimating – Level 1
Computerized Electrical Estimating – Level 2
Construction Boot Camp
Daily Cash Cow
Developing Business Plans That Work
Effects of Extended Work Time on Productivity
Electrical Contractor's Guide to Change Orders
Electrical Estimating 101
Electrical Formulas
Emergency Planning for Facilities
Estimating Basics
Estimating Digital Drawings – CAD Estimating
Estimating Digital Drawings – On-Screen Takeoff
Estimating with IntelliBid
Estimating with McCormick – Advanced Class
Estimating with McCormick – Standard Class
Estimating Job Compression
Estimator/Project Manager – One Role or Two?
Financial Ratios
Fundamental Electrical Estimating
Fundamental Electrical Estimating – Home Study
Fundamentals of an Estimating System for a Small Contractor
Fundamentals of an Estimating System for a Mid-Sized Contractor
Fundamentals of an Estimating System for a Large Contractor
Get Paid Today
Guide for Project Management Success
High Performance Project Teams
IECU eCampus
Incident Investigation & Root Cause Analysis
IntelliBid Advanced Bid Templates
IntelliBid Smart Substitution
Job Cost Accounting
Job Trac
Leveraging Your Success through Marketing
Managing a Fleet Safety Program for Profit
Marketing for Electrical Contractors
Marketing Your Company in the 21st Century
Mitigating Risk with Sound Estimating Principles
New Technology for Electrical Estimating and Project Management
Operating a Successful Service Business
Partnering

Pricing for Profits
Profit Is Not a Dirty Word
Project Management for Electrical Contractors
Project Scheduling with Microsoft Project 2003
Profit Is Not a Dirty Word
Protecting Your Investment
Risk Assessment Estimating
Right-Sizing Your Business
Service Business – Billing and Tracking
Short Interval Scheduling for Electrical Contractors
Starting or Updating a Substance Abuse Program
Strategic Planning for Contractors
Strategies for Improving Productivity
SureCount Symbol Recognition
T & M Billing and Dispatch Manager
The Reality of Change Orders
The Value of Estimating Software
Tired of Competing on Low Price?
Understanding Contracts & Specifications
What Makes a Good Contractor?
What You Need in an Estimating System?
Winning at the Proposal Game
Worker's Compensation: Strategies to Manage Risk

Product-Specific

Computerized Electrical Estimating – Level 1
Computerized Electrical Estimating – Level 2
Construction Management
Construction Scheduling Using Primavera SureTrak
Dimmers & Fan Controls
Electrical Distribution Equipment
Estimating with McCormick – Standard Class
IECU eCampus
Microsoft Project 2003 Professional
Plugs & Connectors
Project Scheduling with Microsoft Project 2003
Receptacles
Switches

Project Management

A New Paradigm in Paperless Estimating
Building the Project Team
Change Order Management
Change Order Negotiation
Computerized Electrical Estimating – Level 1
Computerized Electrical Estimating – Level 2
Construction Management
Construction Scheduling Using Primavera SureTrak
Cycle Time
Effects of Extended Work Time on Productivity
Electrical Contractor's Guide to Change Orders
Estimating Basics
Estimating with IntelliBid
Estimating with McCormick – Standard Class

Estimating Job Compression
Estimator/Project Manager – One Role or Two?
Financial Ratios
Fundamental Electrical Estimating
Guide for Project Management Success
IEC eCampus
Job Cost Accounting
Job Trac
Managing with Facts – Next Gen
Project Manager Training
Microsoft Project 2003 Professional
Mitigating Risk with Sound Estimating Principles
New Technology for Electrical Estimating
and Project Management
Optimizing Project Schedules
Pre-Project Planning: Project Definition Rating Index
Analysis
Project Management for Electrical Contractors
Project Management for Small Construction Projects
Project Management Overview
Project Negotiation Skills
Project Scheduling with Microsoft Project 2003
Properly Managing Change
The Reality of Change Orders
Risk Assessment Estimating
Risk Management for Project Teams
Root Cause Failure Analysis
Short Interval Scheduling for Electrical Contractors
Site Planning for Effective Mobilization
Understanding Contracts & Specifications
Understanding Labor Units
Understanding the Game Plan: Your Roles &
Responsibilities
Understanding the Schedule
Utilizing Kickoff Meetings

Service

Daily Cash Cow
Fundamental Electrical Estimating
Get Paid Today
Guide for Project Management Success
IECU eCampus
Marketing Your Company in the 21st Century
Mitigating Risk with Sound Estimating Principles
Operating a Successful Service Business
Pricing for Profits
Residential Service Start-Up
The Reality of Change Orders
Tired of Competing on Low Price?

Technical & Safety

Arc Flash / Arc Blast Safety Awareness
Basic Electrical Exposures & Risk Control
Commercial & Industrial Plugs & Connectors
Construction Boot Camp

Distribution Systems Analysis
Electrical Distribution Equipment
Electrical Safety
Electrical & Arc Flash Safety
Essentials of Lighting Controls
Fall Prevention
Fall Protection
IECU eCampus
Incident Investigation & Root Cause Analysis
Managing a Fleet Safety Program for Profit
NEC Update
New Hire Employee Safety Orientation
NFPA 70E, Chapter 1 Workshop
OSHA 10-Hour for Construction

Plugs & Connectors
Power Quality
Power Quality Monitoring
Power Quality & Grounding
Protection & Coordination
Receptacles
Residential Structured Wiring
Starting or Updating a Substance Abuse Program
Switches
Understanding Arc Flash
Worker's Compensation: Strategies to Manage Risk

Programs by Provider

See the 'Programs by Title' section for more information about individual programs.

INDUSTRY PARTNERS



IEC National Platinum Partner

Change Order Management
Computerized Electrical Estimating – Level 1
Computerized Electrical Estimating – Level 2
Financial Ratios
Mitigating Risk with Sound Estimating Principles
Operating a Successful Service Business
Project Scheduling with Microsoft Project 2003
The Reality of Change Orders



IEC National Platinum Partner

Arc Flash / Arc Blast Safety Awareness
Basic Electrical Exposures & Risk Control
Business Guide to Controlling Insurance Costs
Construction Boot Camp
Emergency Planning for Facilities
Fall Prevention
Incident Investigation & Root Cause Analysis
Managing a Fleet Safety Program for Profit
New Hire Employee Safety Orientation
OSHA 10-Hour for Construction
Protecting Your Investment
Worker's Compensation: Strategies to Manage Risk



IEC National Platinum Partner

A New Paradigm in Paperless Estimating Emerges
Add to Your Bottom Line with Accurate Estimates
BidTrac
Effects of Extended Work Time on Productivity
Electrical Formulas
Estimating Job Compression
Estimating with IntelliBid
Estimator/Project Manager - One Role or Two
IntelliBid Administration
IntelliBid Advanced Bid Templates
IntelliBid Basic Bid Templates
IntelliBid Basic Takeoff – Part I
IntelliBid Basic Takeoff – Part II
IntelliBid Bid Recap
IntelliBid Count Sheets
IntelliBid Creating & Modifying Assemblies - Part I

IntelliBid Creating & Modifying Assemblies - Part II
IntelliBid Database - Item and Item Library Maintenance - Part I
IntelliBid Database - Item and Item Library Maintenance - Part II
IntelliBid Smart Substitution
Job Cost Accounting
JobTrac
Managing with Facts – NEXT GEN Project Manager Training
New Technology for Electrical Estimating and Project Management
Risk Assessment Estimating
SureCount Symbol Recognition
T&M Billing & Dispatch Manager
The Value of Estimating Software
Understanding Labor Units



Cutler-Hammer

IEC National Platinum Partner

101 Basics
Distribution Systems Analysis
Electrical & Arc Flash Safety
Power Quality Monitoring
Power Quality & Grounding
Protection & Coordination
Understanding Arc Flash



IEC National Platinum Partner

Avoiding Hiring/Firing Catastrophes
Finding, Attracting & Retaining Skilled Workers in a Tight Market
Hiring Legally: Keep Your Company a Merit Shop



IEC National Platinum Partner

Basic Estimating (By Hand)
Advanced Estimating (By Hand)
Estimating with McCormick – Standard Class
Estimating with McCormick – Advanced Class

What You Need in an Estimating System?
 Estimating Digital Drawings – On-Screen Takeoff
 Change Orders – How to track them.
 Estimating Digital Drawings – CAD Estimating
 Service Business – Billing and Tracking
 Fundamentals of an Estimating System for a Small Contractor
 Fundamentals of an Estimating System for a Mid-Sized Contractor
 Fundamentals of an Estimating System for a Large Contractor



Plug into Profits

IEC National Gold Partner

Daily Cash Cow
 Get Paid Today
 Marketing Your Company in the 21st Century
 Residential Service Start-Up



IEC National Bronze Partner

ASAP Lighting Control Designer
 Basic Audio
 Captain Code – Changes to the 2008 NEC
 Category-Rated Connectors
 Commercial & Industrial Plugs & Connectors
 Dimmers & Fan Controls
 Electrical Safety
 Essentials of Lighting Controls
 Fundamentals of Occupancy Sensors
 Fundamentals of Wiring Devices
 Ground Fault Circuit Interrupters
 Guide to Electrical Theory
 Home Automation (Vizia)
 Leviton/JBL Audio Installation
 Marketing for Electrical Contractors
 NEC Update
 Plugs & Connectors
 Power Quality
 Receptacles
 Residential Intercom
 Residential Structured Wiring
 Switches
 Tamper-Resistant Receptacles

IEC UNIVERSITY



IECU eCampus – hundreds of topics

OTHER PROVIDERS

A.M. Oppenheimer

Business Valuation & Exit Planning

Bauer Ethics Seminars

Professional Ethics: A Preventative Maintenance Approach

FMI Management Consultants

Best Practices of Contractors
 Change Order Management
 Changing Face of Leadership
 Coaching for Exceptional Leadership
 Creating a Shared Vision
 Developing Business Plans That Work
 Essentials of Effective Leadership
 Exceptional Field Leadership
 High Performance Project Teams
 Lead & Develop the Next Generation
 Leading Change
 Leveraging Your Success through Marketing
 Make Your Family Business Succeed
 Management Succession: Planning for the Transition
 Motivate & Inspire Employees with Non-Monetary Incentives
 Partnering
 Pricing for Profits
 Profit Is Not a Dirty Word
 Right-Sizing Your Business
 Strategic Planning for Contractors
 Strategies for Improving Productivity
 Tired of Competing on Low Price?
 What Your Business Is Worth
 What Makes a Good Contractor?
 Winning at the Proposal Game

GE Learning Central

AFCI
 Basic Electricity
 Busway Basics
 General Purpose Controls 1
 General Purpose Controls Basics 1
 Load Center/Meter Center Basics 2
 Motor Controls Equipment Basics
 Panel Board Basics
 Switch Board Basics

Switchgear Basic
Systems Basics
Transformer Basics
Value Selling

Hatfield Management

Business Is Business – and Electrical Contracting Is a Business

Hatfield-Reynolds Electric

Electrical Contractor's Guide to Change Orders
Electrical Estimating 101
Foreman & Leadership Skills for Electrical Contractors
Project Management for Electrical Contractors
Short Interval Scheduling for Electrical Contractors

Innovative Training Solutions

(Bob Losyk Presents)

Immigrant & Ethnic Workers: Recruiting, Hiring & Retaining the Best
Managing & Motivating the Under-30 Work Force
Recruiting & Hiring the Right People
Turning around Turnover: Keeping the Best Employees

JDE & Associates

Fundamental Electrical Estimating
Fundamental Electrical Estimating – Home Study
Guide for Project Management Success

Schneider Electric

AC Motor Theory
Combination AFCI Circuit Breakers (CAFI)
Confined Spaces for General Industry
Dry Type Transformers
Electrical Hazards & NFPA 70E
Energy Efficiency Solutions
Fall Protection
Fundamentals of Electricity
Introduction to Variable Frequency Drives
Laws of Electricity
Lockout/Tagout
NFPA 70E, Chapter 1 Workshop

M. Arthur Group

Starting or Updating a Substance Abuse Program

PMCC

Building the Project Team
Change Order Negotiation
Construction Management
Construction Scheduling Using Primavera SureTrak
Cycle Time
Estimating Basics
Microsoft Project 2003 Professional
Optimizing Project Schedules
Pre-Project Planning: Project Definition Rating Index Analysis
Project Management for Small Construction Projects
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Project Negotiation Skills
Properly Managing Change
Risk Management for Project Teams
Root Cause Failure Analysis
Site Planning for Effective Mobilization
Understanding Contracts & Specifications
Understanding the Game Plan: Your Roles & Responsibilities
Understanding the Schedule
Utilizing Kickoff Meetings

Programs by Delivery Method

See the 'Programs by Title' section for more information about individual programs.

Live Presentations

A New Paradigm in Paperless Estimating Emerges
Add to Your Bottom Line with Accurate Estimates
Advanced Estimating (By Hand)
Arc Flash / Arc Blast Safety Awareness
Avoiding Hiring/Firing Catastrophes
Basic Electrical Exposures & Risk Control
Basic Estimating (By Hand)
Best Practices of Contractors
Building the Project Team
Business Guide to Controlling Insurance Costs
Business Is Business – and Electrical Contracting Is a Business
Business Valuation & Exit Planning
Captain Code: Changes to the 2008 NEC Code
Change Order Management
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Electrical Formulas
Electrical Safety
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Job Cost Accounting
Job Trac
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Project Management for Electrical Contractors
Project Management for Small Construction Projects
Project Management Overview
Project Negotiation Skills
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Protecting Your Investment
Protection & Coordination
T & M Billing and Dispatch Manager
The Reality of Change Orders
Recruiting & Hiring the Right People
Residential Service Start-Up
Right-Sizing Your Business
Risk Management for Project Teams
Root Cause Failure Analysis

Short Interval Scheduling for Electrical Contractors
Site Planning for Effective Mobilization
Starting or Updating a Substance Abuse Program
Strategic Planning for Contractors
Strategies for Improving Productivity
Tired of Competing on Low Price?
Turning around Turnover: Keeping the Best Employees
Understanding Arc Flash
Understanding Contracts & Specifications
Understanding the Game Plan: Your Roles &
Responsibilities
Understanding the Schedule
Utilizing Kickoff Meetings
What Your Business Is Worth
What Makes a Good Contractor?
Winning at the Proposal Game
Worker's Compensation: Strategies to Manage Risk
Incentives

Video & CD-ROM Programs

Dimmers & Fan Controls
Ground Fault Circuit Interrupters
Plugs & Connectors
Receptacles
Residential Structured Wiring
Switches

Programs by Title

Add to Your Bottom Line with Accurate Estimates

OPERATIONS / PROJECT MANAGEMENT

Estimators who start an estimate without a procedure often find themselves confused and frustrated. The end results are an estimate lacking substance, and most likely a loss in profits. Before starting an estimate, you must have a procedure. This session will review the key factors and tools you should consider in the development of estimating procedures for your business.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Advanced Estimating (By Hand)

OPERATIONS

This program is a continuation of the Basic Estimating by hand. As you discovered in the basic course, estimating is a time consuming task. There are many items to measure, count, price and extend. There are also many areas to make errors. Assembly estimating saves time, helps to eliminate errors and gives the estimator more time to review his estimate which is key to an accurate cost to perform the work. This session on Assembly estimating and checks and balances will help show how this is done.

Live Presentation: 2 days

Target Audience: Owners, foreman, project managers, estimators, and electricians

Audience Requirements: Minimum class size of 8, maximum of 14 students

Prerequisite: A working knowledge of the Electrical trade

Equipment Required: None

Location: AZ, MD or Onsite

Cost: Determined by location, call for details

Contact: Loriel McCormick, McCormick Systems, Inc. Phone: 800-444-4890 or lmccormick@mccormicksys.com

A New Paradigm in Paperless Estimating Emerges

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT / SERVICE

Estimating software continues to evolve, driving a paradigm towards a paperless society and instantaneous access to information. By delivering more precise, uniform estimates based on drawing readings, estimators can help companies achieve both competitive advantage and increased revenues. This session will demonstrate new estimating software available to aid in paperless estimating.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Arc Flash / Arc Blast Safety Awareness

TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this course explains the magnitude of occurrence of arc flash and arc blast injuries and defines methods to safeguard employees and minimize business interruption. The course also defines the application of NFPA 70E.

Live Presentation: one day

Target Audience: electricians, foremen, owners, safety managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Avoiding Hiring/Firing Catastrophes

OPERATIONS

In an open discussion format, we will discuss a dozen of the most common and perplexing employment issues that electrical contractors encounter on a daily basis in 2008. We will then give the best methods of handling these very sensitive and possibly very costly issues

Moreover, the class will provide proven policies and procedures to make electrical contractors more efficient, keep them out of court and assist them in making wise hiring/firing decisions.

Live Presentation: 45 to 90 minutes

Target Audience: owners, foremen, project managers, electricians

Audience Requirement: 10 or more participants

Equipment Required: overhead projector (optional)

Cost: none

Contact: Phil Mussallem, CPC, Electrical Staffing (IEC National Platinum Industry Partner); Phone 877-695-1200; Fax 877-695-1202; phil@electricalstaffing.com

Basic Electrical Exposures & Risk Control

TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this fundamental course introduces the components of the layout and equipment commonly found in a distribution system, from the provider to the facility loads. Failure modes and related protection and maintenance are also addressed.

Live Presentation: one day

Target Audience: electricians, apprentices, foremen, owners, safety managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Basic Estimating – By Hand

OPERATIONS

This program will start you at the beginning. Items that will be discussed will be recognizing electrical symbols on blue prints, analyzing and reading the blue prints, applying math skills and knowledge of installation methods to prepare an estimate.

Live Presentation: 2-3 days

Target Audience: Owners, foreman, project managers, estimators, and electricians

Audience Requirements: Minimum class size of 8, maximum of 14 students

Prerequisite: A working knowledge of the Electrical trade

Equipment Required: None

Location: AZ, MD or Onsite

Cost: Determined by location, call for details

Contact: Loriel McCormick, McCormick Systems, Inc. Phone: 800-444-4890 or lmccormick@mccormicksys.com

Best Practices of Contractors

OPERATIONS

This session provides an overview of the process, procedures, methods, and characteristics that industry-leading contractors practice. What separates the good from the great contractors?

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Building the Project Team

LEADERSHIP / PROJECT MANAGEMENT

This workshop focuses on bringing project participants together into effective teams. The foundations of the course include: recognition of the project manager's role, the value of teamwork, understanding the team-building process, and application of team-building techniques to managing projects. Tools provided include team charters, dispute resolution systems, expectations matrices, role and responsibilities matrices, and use of recognition and rewards. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Business Guide to Controlling Insurance Costs

INDUSTRY ISSUES / OPERATIONS

A business owner's exposure to loss is at critical mass when one considers the litigious environment that exists today. Increased insurance costs, skyrocketing health care costs, and record low profit margins are threats to all businesses. Part of CNA's School of Risk Control Excellence.

Live Presentation: one day

Target Audience: foremen, owners

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a

local offering. Pre-scheduled offerings are free to CNA customers.

Business Is Business – and Electrical Contracting Is a Business

OPERATIONS

Owners of electrical contracting firms often do not understand the business side of their operations. Issues relating to financial decisions, job costing, and profitability are explained. Participants will learn how to achieve a strong sound financial foundation for their companies.

Live Presentation: four to eight hours

Target Audience: owners and senior managers

Audience Requirement: NA.

Equipment Required: LCD projector, screen, flip chart
Cost: \$900 for four hours / \$1,700 for eight hours plus travel expenses from Phoenix, Arizona

Contact: Harvey Friedman, former IEC National President, Hatfield Management; Phone 602-558-1000; Fax 602-952-8985; hbf901@aol.com

Business Valuation & Exit Planning

LEADERSHIP

A step-by-step process for valuing a business and increasing the future value of a business. Business owners will learn how to package their businesses for maximum attractiveness to potential buyers. The seminar also covers market research, organizational planning, substantiation of good will, transferring a business from family to employees, employee stock option plans, and targeting & attractive potential buyers.

Live Presentation: one to three hours

Target Audience: owners and senior managers

Audience Requirement: NA.

Equipment Required: Call for details.

Cost: travel expenses from San Diego, California.

Contact: Allen Oppenheimer, A.M. Oppenheimer; Phone 858-454-3279; amoppen@aol.com

Change Order Management

OPERATIONS / PROJECT MANAGEMENT

This course provides access to the skills and knowledge to deal with real-world change order issues through problem solving and case studies. Students will understand the reality of change orders, the cumulative impact they have on projects, the right and wrong ways to price change orders, and the impact they have on labor productivity.

Live Presentation: one day (8 hours)

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: minimum 12, maximum 12 persons

Prerequisite: knowledge of electrical construction methods

Equipment Required: a flipchart and an LCD projector

Cost: \$350 per person

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Change Order Management

OPERATIONS / PROJECT MANAGEMENT

Change orders are a fact of life in construction management. This session will help participants understand the importance of recognizing a change order, acquire ideas and techniques for calculating time and cost impacts of change orders, and how to price change orders.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen
Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320; jhartloff@fminet.com

Change Order Negotiation

OPERATIONS / PROJECT MANAGEMENT

Studies show that few field personnel have had any negotiation training. Understanding the negotiation process benefits the success of projects and the bottom lines of contractors. Students learn how to organize and plan for negotiation, conduct an actual negotiation, and counter tactics and techniques through a series of role playing situations. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Changing Face of Leadership

LEADERSHIP

Learn about the significant changes that are occurring in the construction industry and how they impact its business culture. To remain successful, you need to understand how change affects people and how your leadership style may have to evolve.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen
Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;
Phone 919-785-9285; Fax 919-785-9320;
jhartloff@fminet.com

Coaching for Exceptional Leadership

LEADERSHIP

One of the industry's greatest challenges is developing its next generation of business leaders. This interactive program equips participants with the knowledge and skills to tackle this challenge. Participants will learn what coaching is (and is not), key questions an organization must ask, types of coaching available, benefits and pitfalls of coaching, and tips for selecting the best coach.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;
Phone 919-785-9285; Fax 919-785-9320;
jhartloff@fminet.com

Computerized Electrical Estimating – Level 1

OPERATIONS / PROJECT MANAGEMENT

This course illustrates how to competently estimate costs to construct electrical projects using Accubid Pro estimating software. The course covers approaching takeoff in an organized and detailed manner; extending material pricing and labor units to an accumulated bill of materials; performing due diligence to correct errors and omissions; calculating and extending costs for applicable labor, general expenses, subcontractors, and quoted items; and submitting final bids that include all costs, overhead, and profit.

Live Presentation: five days (40 hours)

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: minimum 4, maximum 8 persons

Prerequisite: blueprint reading skills and knowledge of electrical construction methods

Equipment Required: personal computers and an LCD projector

Cost: \$2,450 per person

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Computerized Electrical Estimating – Level 2

OPERATIONS / PROJECT MANAGEMENT

Part 2 of Accubid's estimating course provides participants with advanced skills in using Accubid Pro estimating software. The course teaches students to

accurately review and modify estimates; apply advanced approaches to costing labor for projects; apply incidental costs for materials, labor, general expenses, subcontractors, and quoted materials; understand and create unit prices; analyze bids; discuss material and labor escalation; and apply overhead and profit to cost estimates.

Live Presentation: three days (24 hours)

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: minimum 4, maximum 8 persons

Prerequisite: completion of Computerized Electrical Estimating – Level 1 and familiarity with Excel

Equipment Required: personal computers and an LCD projector

Cost: \$2,450 per person

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Construction Boot Camp

OPERATIONS / TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this program highlights the cost drivers by loss type for worker's compensation, general liability, and automobile liability – and provides risk management techniques to better control exposures to loss. Now more than ever, "Survival of the Safest" rings true.

Live Presentation: one day

Target Audience: foremen, owners, safety managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Construction Management

PROJECT MANAGEMENT

This highly interactive program is designed for project management team members who are responsible or participate in the construction phase of a project and can be customized to the contractor perspective. The course traces the construction process from the engineering office to the field. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: 2 days (14 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$5,000 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Construction Scheduling Using Primavera SureTrak

PROJECT MANAGEMENT

This program provides practical knowledge about using Primavera's SureTrak software to project managers, schedulers, and project team members. Basic concepts and navigation will be addressed and students will learn to enter and organize tasks into schedules, add resources and costs, track progress, and monitor results through reporting. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: two days (14 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request); participants must bring laptops with SureTrak software installed

Cost: \$5,000 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Creating a Shared Vision

LEADERSHIP

It's one thing to have a vision; it's another to be able to create a shared vision throughout a company. What do companies with shared vision look like – and how can you get your company to embrace a shared vision to achieve your goals?

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Cycle Time

PROJECT MANAGEMENT

This workshop focuses on the foundation principles essential to the efficient planning, scheduling, managing, and estimating processes for a construction project. Understanding these elements is critical to the success of any project. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Daily Cash Cow

OPERATIONS / SERVICE

This program focuses on techniques to market your company more effectively. It takes a residential service perspective and illustrates how to generate revenue and create referrals through pricing presentations.

Live Presentation: two hours

Target Audience: owners

Audience Requirement: at least 10 owners from different companies

Equipment Required: projection screen

Cost: no fee; travel expenses from St. Louis

Contact: Gregg Buffington, Electricians' Success International (IEC National Gold Industry Partner); Phone 800-771-0107; Fax 314-657-4516;

gbuffington@yoursrgi.com

Developing Business Plans That Work

OPERATIONS

Businesses that have plans are more successful than those that simply react to current conditions. This session explains the planning process, the importance of goal setting, how to regain control of a company's future, and how to translate management direction to employees.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Dimmers & Fan Controls

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Distribution Systems Analysis

TECHNICAL & SAFETY

Using class exercises and demonstrations of power systems analyzing software, this program reviews the current issues of power systems engineering. Each participant receives a comprehensive manual and the IEEE Red Book, *Electrical Power Distribution for Industrial Plants*. Students will learn about data collection, mathematical and computer modeling, short circuit studies, load flow studies, and capacitor applications.

Live Presentation: four days (32 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$9,750 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Effects of Extended Work Time on Productivity

OPERATIONS / PROJECT MANAGEMENT

Overtime is a major variable that impacts labor units. The effects of work performed beyond the normal workday must take into consideration efficiency and fatigue. The need to extend hours beyond the normal work week can be required due to several factors including weather, improper management, other trades or even your own company's performance. This session will review the factors involved that may impact overtime work and create added costs, and how you can more accurately assess the job duration and your company's available labor resources.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Electrical & Arc Flash Safety

TECHNICAL & SAFETY

This program provides qualified persons (as defined by OSHA) and those assisting qualified persons information they need to work safely around electrical equipment. Each participant receives a reference manual that addresses OSHA regulations, NFPA 70E, and other safety

practices. The course covers electrical hazards, live line tools and voltage detectors, lockout/tagout, temporary grounding, flash protection, and more.

Live Presentation: one day (8 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$5,400 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Electrical Contractor's Guide to Change Orders

OPERATIONS / PROJECT MANAGEMENT

This class is beneficial for electricians, foremen, managers, and others in leadership positions on construction projects. The impact of change orders on project schedules, productivity, morale, customer satisfaction, and profits is examined.

Live Presentation: 90 minutes to two hours

Target Audience: owners, foremen, project managers, estimators

Audience Requirement: 10 to 30 participants preferred
Equipment Required: LCD projector and screen, white board or flip chart and markers

Cost: \$1,500 plus travel expenses from Phoenix

Contact: Ralph Buehler; Phone 480-818-2463; Fax 623-889-2503; eleceducgroup@aol.com

Electrical Estimating 101

OPERATIONS / SERVICE

This class focuses on the needs of those who have no or very little estimating experience. The program covers: reading blue prints, basic electrical symbols, basic electrical principles and installation methods, and required math skills.

Live Presentation: two days (16 hours)

Target Audience: foremen, project managers, electricians

Audience Requirement: 20 to 30 participants preferred

Equipment Required: LCD projector and screen, white board or flip chart and markers

Cost: \$1,500 plus travel expenses from Phoenix

Contact: Ralph Buehler; Phone 480-818-2463; Fax 623-889-2503; eleceducgroup@aol.com

Electrical Formulas

OPERATIONS / PROJECT MANAGEMENT

ConEst Electrical Formulas is a series of functions that can be used individually or combined with IntelliBid estimating software for a complete design/build package. With CEF you can calculate lighting

requirements, series segment voltage drops, NEC Article 220 Services and Feeders, fault currents, load calculations, motor calculations, conduit fill, box fill and wireway fill. Major NEC tables in the software ensure that your calculations are precise.

Live Presentation: One hour - conducted via the Internet
Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

Electrical Safety

TECHNICAL & SAFETY

This live presentation, part of Leviton's Learning Lab series, addresses issues relating to improving the safety of electrical workers in the field.

Live Presentation: one to two hours

Target Audience: electricians, apprentices, foremen, owners

Audience Requirement: NA

Equipment Required: NA

Cost: \$0

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Emergency Planning for Facilities

LEADERSHIP / OPERATIONS

This course provides basic information and specific guidelines for developing and implementing emergency plans at various facilities. Discussions include the value of written policy statements and top management support for emergency planning. Part of CNA's School of Risk Control Excellence.

Live Presentation: one day

Target Audience: foremen, owners

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Essentials of Effective Leadership

LEADERSHIP

There is a developing leadership crisis in today's business community. Learn the difference between leadership and management; why past leadership successes can often become future failures; the essential attributes of effective leaders; and how to set a clear direction, align your company, and motivate people to achieve your goals.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Estimating Basics

OPERATIONS / PROJECT MANAGEMENT

Field personnel are not usually involved in the estimating process and suffer from misconceptions about they are developed, the level of detail included, and the time required to generate an estimate. This workshop familiarizes foremen and supervisors with the elements of estimates and how they are developed and presented. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Estimating Job Compression

OPERATIONS / PROJECT MANAGEMENT

The work environment is subject to delays caused by the workflow of other trades and the numerous other influences that affect job progress. Unfortunately, delays happen and the standard procedure is to complete the work in less days. Since any deviation from the job schedule invariably involves additional expense, having a sound method of estimating costs due to job compression can be a great benefit to contractors.

This session will review the various factors estimators must consider in order to more accurately calculate and capture the extra costs due to job acceleration.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none
Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Estimating with IntelliBid

OPERATIONS / PROJECT MANAGEMENT

This course will take the estimator through phase tree setup, takeoff, summary and bid recap including comprehensive instruction on the use of IntelliBid's Smart System® features including Smart Substitution, Advanced Breakout, Count Sheets and Temporary Assemblies as well as a complete review of the process of creating change orders and alternate bids.

Live Presentation: 4 Day Course (9am-4pm daily) at Regional US Locations

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: maximum 20 people

Prerequisite: IntelliBid estimating software, blueprint reading skills & knowledge of electrical construction methods

Equipment Required: Laptops and training materials are provided

Cost: \$1280.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

Estimating with McCormick – Standard Class

OPERATIONS/PROJECT MANAGEMENT/PRODUCT SPECIFIC

This class is structured to take you from the Job startup clear through the bid proposal in your McCormick Estimating System. Held over a three day period, in depth instruction is provided that will get a person with good manual experience up on line as well as provide “brush-up” exposure for those that are using the product but would like to get more out of it.

Live Presentation: 3 days

Target Audience: Owners, foreman, estimators, project managers

Audience Requirements: Minimum class size of 8 – Maximum class size of 14

Prerequisite: McCormick's Estimating program and ability to read blueprints

Equipment Required: Personal computers and LCD Projector and Screen

Location: AZ, MD or Onsite

Cost: Determined by location, call for details

Contact: Loriel McCormick, McCormick Systems, Inc. Phone: 800-444-4890 or lmccormick@mccormicksys.com

Estimating with McCormick – Advanced Class

OPERATIONS/PROJECT MANAGEMENT/PRODUCT SPECIFIC

This class has been designed for the database manager or chief estimator. In this three-day class, we will drill down deep into the program and teach you how to build specification formulas, reports and report formulas, keyboard mapping, setting up security for users, and more. To attend this powerful class, you must be proficient in all takeoff phases of the McCormick product and have an understanding as to what your company requires at this level.

Live Presentation: 3 days

Target Audience: Owners, foreman, estimators, project managers

Audience Requirements: Minimum class size of 8 – Maximum class size of 14

Prerequisite: McCormick's Estimating program and ability to read blueprints and have completed Estimating with McCormick – Standard Class.

Equipment Required: Personal computers and LCD Projector and Screen

Location: AZ, MD or Onsite

Cost: Determined by location, call for details

Contact: Loriel McCormick, McCormick Systems, Inc. Phone: 800-444-4890 or lmccormick@mccormicksys.com

Estimator/Project Manager - One Role or Two?

OPERATIONS / PROJECT MANAGEMENT

Estimating and Project Management are two primary activities in an electrical contracting business. At some point, all companies have to decide whether to treat these two roles as one or to separate the functions and hire both a professional Estimator and a Project Manager. This session will review the factors to consider when choosing one approach over the other.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Exceptional Field Leadership

LEADERSHIP

This motivational program explores the skills and techniques of effective field leaders in a case study based on the 1976's Raid on Entebbe, when a crack Israeli commando unit successfully rescued Israeli hostages held at the airport in Entebbe, Uganda. Learn 12 leadership lessons to develop your effectiveness in the field.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Fall Prevention

TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this course deal with the leading cause of fatalities in the construction industry. The program outlines the steps for implementing a comprehensive process for educating employees about the dangers of falls and practical fall protection teaching methodologies. Tools and resources for developing a fall protection program are provided.

Live Presentation: four hours

Target Audience: foremen, owners, safety managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Fall Protection

TECHNICAL & SAFETY

This course gives you a basic understanding about OSHA's role in prevention and elimination of work-related illnesses and injuries. The OSHA standard identifies areas or activities where fall protection is needed. It clarifies what an employer must do to provide fall protection for employees, such as identifying and evaluating fall hazards and providing training. Under the standard, employers are able to select fall protection measures compatible with the type of work being performed.

Online Presentation: one hour

Prerequisite: none

Cost: \$19.95

Contact: www.us.schneider-electric.com/contractor-training

Financial Ratios

LEADERSHIP / OPERATIONS / PROJECT MANAGEMENT

This session explores the world of financial accounting in an electrical contracting business. Specific topics include reading and understanding financial statements, using ratios to analyze financial statements, and interpreting financial ratios.

Live Presentation: four hours

Target Audience: owners, project managers, finance managers

Audience Requirement: none

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Finding, Attracting & Retaining Skilled Foreman & Leadership Skills for Electrical Contractors

LEADERSHIP

This class was designed for field foremen and will help them to manage their jobs and workers more effectively, understand the electrical business and how it operates, the responsibilities of field supervisors, and more.

Live Presentation: two days (16 hours)

Target Audience: owners, foremen, project managers

Audience Requirement: 20 to 30 participants preferred

Equipment Required: LCD projector and screen, white board or flip chart and markers

Cost: \$1,500 plus travel expenses from Phoenix

Contact: Ralph Buehler; Phone 480-818-2463; Fax 623-889-2503; eleceducgroup@aol.com

Fundamental Electrical Estimating

OPERATIONS / PROJECT MANAGEMENT

This program provides new and seasoned estimators with tools to generate accurate estimates with an eye toward submitting the lowest bids on projects while realizing the highest profits. A case study, based on a hypothetical restaurant installation, is used to illustrate the concepts and procedures.

Live Presentation: one 4-hour session on each of two separate days (allowing for the completion of an assignment between sessions)

Target Audience: owners, project managers, estimators, foremen

Audience Requirement: 20 students maximum

Equipment Required: screen (projector is supplied by speaker); students must have calculators and rulers

Cost: \$3,095 for the first 11 students; \$100 each for students 12 through 20; plus travel expenses from Ft. Collins, Colorado

Contact: Jim Duff, JDE & Associates (IEC Rocky Mountain Associate Member; recommended by Renee

McDonough, IEC Utah); Phone 970-231-5423; Fax 970-226-1785; jim@jdassociates.net

GE Learning Central

PROFESSIONAL & STANDARD SKILL DEVELOPMENT

GE Learning Central is a one-stop shop for professional and technical skill development. Once you have created your Learning Central account, you will have access to the site's three departments.

Lighting & Electrical Institute - register for classroom instruction at the Lighting & Electrical Institute in Cleveland, Ohio, view course descriptions, download online course resources, and request necessary accommodations for during the training, when available.

Continuing Education Program (CEP) - includes a wide variety of courses, and gives you an opportunity to earn CEUs and LEUs. These courses are set up by request. In Learning Central, you can view the course descriptions, initiate requests for the courses, and track your Personal Development Hours earned from them.

eLearning - a wide variety of free eLearning courses that you can take online, including Circuit Breaker Basics, Value Selling, and Switchboard Basics. More courses are planned for 2009, including LED101.

http://www.gelighting.com/na/business_lighting/education_resources/conferences/?omni_key=iectraining

Get Paid Today

OPERATIONS / SERVICE

This program focuses on improving cash flow. It takes a residential service perspective and promises to show contractors how to spend less time billing and more time earning revenue.

Live Presentation: two hours

Target Audience: owners

Audience Requirement: at least 10 owners from different companies

Equipment Required: projection screen

Cost: no fee; travel expenses from St. Louis

Contact: Gregg Buffington, Electricians' Success International (IEC National Gold Industry Partner); Phone 800-771-0107; Fax 314-657-4516;

gbuffington@yoursgi.com

Ground Fault Circuit Interrupters (GFCI)

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Guide for Project Management Success

OPERATIONS / PROJECT MANAGEMENT / SERVICE

Running a contracting firm is really about managing resources – keeping track of construction schedules, manpower, subcontractors, and materials is vital. This program addresses business planning, marketing, qualifying jobs, and a variety of documents and tools.

Live Presentation: one 4-hour session on each of two consecutive days (eight hours total)

Target Audience: owners, project managers, estimators, foremen

Audience Requirement: 40 students maximum

Equipment Required: screen

Cost: \$2,195 for the first 20 students; \$80 each for students 21 through 40; plus travel expenses from Ft.

Collins, Colorado

Contact: Jim Duff, JDE & Associates (IEC Rocky Mountain Associate Member; recommended by Renee McDonough, IEC Utah); Phone 970-231-5423; Fax 970-226-1785; jim@jdassociates.net

High Performance Project Teams (HPPTs)

OPERATIONS

HPPTs are an advanced level of partnering and focus on groups of individuals with shared interests in improving the design and construction process on specific projects and enhancing quality within budgets and timelines.

Participants will learn how to capture innovative ideas from highly-motivated craft-level workers, achieve accountability through development and monitoring of measurements critical to team success, and build HPPTs.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Hiring Legally: Keep Your Company a Merit Shop

INDUSTRY ISSUES / LEADERSHIP

Legal issues are among the top concerns of electrical contractors. This program discusses the newest methods, procedures, and policies relative to hiring. The latest and most successful salting techniques are described and effective counteractive measures are provided.

Live Presentation: 45-90 minutes

Target Audience: foremen, owners

Audience Requirement: at least 10 participants

Equipment Required: overhead projector (optional)

Cost: \$0

Contact: Phil Mussallem, CPC, Electrical Staffing (IEC National Platinum Industry Partner); Phone 877-695-1200; Fax 877-695-1202; phil@electricalstaffing.com

Vizia RF + Part 3 – Introduction to the Vizia Line (20 min.)

PRODUCT-SPECIFIC/TECHNICAL

Part 3 of this eight-part series on Vizia RF+ covers on an overview of the Vizia RF+ product line. You will learn about the entire line of Vizia RF+ products including switches, dimmers, plug-in modules, wall-mounted controllers, and handheld remote controllers. Basic technical knowledge is required for this module. Part 2 is a recommend prerequisite to understand terminology and concepts covered in this section. Note that audio is required for this training module.

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Vizia RF The Basics Test

PRODUCT-SPECIFIC/TECHNICAL

Upon successfully passing the 40 question test, you will have the option of printing a Certificate of Course Completion. This certificate is a prerequisite for all contractors or others who plan to proceed with Vizia RF+ Installer Certification.

Online Presentation: timing varies by learner

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer with Flash capabilities and an Internet connection

Cost: \$0

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Immigrant & Ethnic Workers: Recruiting, Hiring & Retaining the Best

INDUSTRY ISSUES / LEADERSHIP

Learn how the immigrant work force is changing the way you manage people. Understand the biggest myths about recruiting immigrant and ethnic workers and discover the five most important things immigrant workers want from the work place.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen, flip chart

Cost: \$2,500 plus travel expenses from North Carolina

Contact: Bob Losyk, Innovative Training Solutions (Bob Losyk Presents); Phone 336-288-8901; Fax 336-282-0128; bob@boblysok.com

Incident Investigation & Root Cause Analysis

INDUSTRY ISSUES & LEADERSHIP / OPERATIONS

This course addresses incident investigation, a process that allows management to discuss underlying root causes that lead to accidents. Students will learn how to formulate corrective actions to root causes to prevent future mishaps. Part of CNA's School of Risk Control Excellence.

Live Presentation: one day

Target Audience: foremen, owners, safety managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

IntelliBid Administration

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Customize IntelliBid for the maximum benefit of your company. This in-depth, 4-day class focuses on IntelliBid's database to give you the knowledge and skills you need to perform Item Library and Substitution Maintenance, edit and create assemblies, set up bid templates and modify the program's preset formulas. Setting up user rights, multiple databases and establishing vendor discounts are also covered in this course.

Live Presentation: 4 Day Course (9am-4pm daily) at Regional US Locations

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: maximum 20 people

Prerequisite: IntelliBid estimating software, blueprint reading skills & knowledge of electrical construction

methods

Equipment Required: Laptops and training materials are provided

Cost: \$1280.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Basic Takeoff – Part I

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Learn how to set up phases and perform some simple takeoffs with ConEst's IntelliBid software. This course will show the benefits of breaking a project down into various tasks by using the IntelliBid Phase Tree. Various takeoffs will be performed that will demonstrate the general flow of generating a bill of material using IntelliBid. Many of the features that are built-in to IntelliBid for performing basic takeoff will be discussed. The IntelliBid takeoff screen is where most of the work preparing an estimate will be done.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, blueprint reading skills & knowledge of electrical construction methods

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Basic Takeoff – Part II

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Learn how to set up and use IntelliBid features that further automate the estimating process. This seminar is designed for the user that has a basic knowledge of performing a takeoff using IntelliBid. The user will gain further insight into more of the IntelliBid features used to make performing a takeoff easier and faster.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Bid Recap

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Bid Recap is where the final adjustments to the estimated items, quotes, subcontracts and equipment is done and the company dollar values for labor, direct job costs, overhead, and profit is entered. Course includes a general explanation of the values and what they represent and uses the Basic Template to introduce Bid Recap screens.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Basic Bid Templates

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Bid Templates provide a means of automatically applying repeat information, specific to your company, to every job created in IntelliBid. This seminar uses the Basic Bid Template to teach the user how to enter company-specific values that are then automatically included in the bid for each new job created.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Bid Recap Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Advanced Bid Templates

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

The bid templates used in IntelliBid will depend on your business model. You have choices in the amount of detail, while maintaining flexibility and accuracy. You may find the simpler templates are adequate for a smaller company, but may want to use the more detailed templates as your company grows.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Bid Recap Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Database - Item and Item Library Maintenance - Part I

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

This seminar covers the IntelliBid database showing you how to perform maintenance procedures, including how to edit Master Job phases, and how to work with the Item database and Item Libraries. You will learn how to use these procedures to tailor IntelliBid to your specific needs by first becoming familiar with the basic structure of the database. You will learn how to edit existing items in IntelliBid's database of over 100,000 items and how to add your own items permanently to your database. The relationship between the item database and the takeoff library and catalogs is also explained. You will also learn how to customize libraries and catalogs as well as add items or assemblies to the catalogs.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Database - Item and Item Library Maintenance - Part II

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

As a continuation of Item & Item Library Maintenance Part I, this seminar provides you with additional, indepth information about the ConEst IntelliBid database. With the Item Library Maintenance you can add items and assemblies to the Catalogs and Libraries of your choice. Part II of this seminar discusses the relationship of the Item Maintenance and the Item Library Maintenance as it relates to adding items. The seminar on Creating and Modifying Assemblies- Part I will further discuss Item Library Maintenance as it relates to working with assemblies.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Database - Item and Item Library Maintenance - Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Creating & Modifying Assemblies - Part I

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Part I of this seminar is designed to give the user basic knowledge in working with assemblies in their IntelliBid database. Item Library Maintenance is discussed as it relates to building, editing and organizing assemblies in the database. This seminar series covers procedures for adding or editing assemblies in your IntelliBid database. IntelliBid has thousands of prebuilt assemblies to choose from. However, in your installations you may use a different part than what has been included in an IntelliBid assembly, or you may want to create an assembly of items for an installation that you frequently use that is specific to your business.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Creating & Modifying Assemblies - Part II

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

Part II of this series is designed for the user interested in ConEst's advanced assembly features. In this seminar the user will be given an understanding of the various formulas and factors used in the ConEst assemblies. Understanding Assembly Groups will also be discussed. An Assembly Group is a feature that allows you to pre-select specific items in an assembly that will be automatically included when the assembly is taken off. You will be shown how to create an assembly group including adding the group to Job Spec.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Creating and Modifying Assemblies - Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax

603-437-9354, training@conest.com

IntelliBid Count Sheets

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

The Count Sheets feature is an advanced method of taking off various systems such as fixtures, devices and feeders that closely mimic the paper driven technique many estimators are familiar with. User definable columns on each Count Sheet help you organize your bid by setting up devices and fixtures by E-Drawing.

Live Presentation: One hour - conducted via the Internet
Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

IntelliBid Smart Substitution

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

This seminar demonstrates the power of Smart Substitution and compares it to the Replace feature. Smart Substitution allows you to experiment with ‘value engineering’. You can replace all items of one type with another type in a single phase, combination of phases, or in the entire takeoff. This very intelligent feature can change all copper wire to aluminum (including fittings and resizing conduit) by making decisions during the substitution based on NEC code tables.

Live Presentation: One hour - conducted via the Internet
Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: IntelliBid estimating software, Basic Takeoff – Part I Seminar

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

Job Cost Accounting

OPERATIONS / PROJECT MANAGEMENT

Job Cost Accounting provides contractors with the ability to track actual costs versus estimated costs. The wealth of information generated by Job Costing is invaluable to a project manager and estimator.

However, a contractor should be prepared to accept the fact that cost code accounting involves the expense of obtaining data and maintaining records. This seminar is designed to help you determine whether the

process will be cost effective for your business before you make a commitment to use the data and implement the process.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

JobTrac

OPERATIONS / PROJECT MANAGEMENT

This seminar provides an overview of the initial set-up fields and demonstrate the process needed to track one job or several jobs concurrently in JobTrac. JobTrac is a Project Management program that tracks jobs and utilizes the information from both IntelliBid and BidTrac to help the Project Manager manage all aspects of the job, track change orders, generate purchase orders and create RFPs.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

Lead & Develop the Next Generation

LEADERSHIP

Changing demographics are profoundly impacting your ability to recruit and retain quality employees – and the problem is even greater for developing new leaders. How does the current generation approach work and leadership? How can you attract, motivate, and retain these workers in your company?

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Leading Change

LEADERSHIP

Today's business owners must be able to create organizational energy and effectiveness through change. Participants will learn how to create a sense of urgency in their companies, create a critical mass of influencers for change, communicate during the change process, and generate momentum for change.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Leveraging Your Success through Marketing

OPERATIONS

Marketing is critical if you want to remain in business over the long-haul. Understanding where a company is along its life cycle curve provides perspective for assessing its future path. Students will learn the difference between marketing and sales and how to differentiate to remain competitive.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Make Your Family Business Succeed

LEADERSHIP

There are advantages and disadvantages inherent in any family-operated firm. Knowing how to deal with the issues that can cause problems is critical to the success of future generations. Learn how to separate family from business matters, determine position and compensation by competence rather than relationship, and deal with active management and passive ownership issues.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Management Succession: Planning for the Transition

LEADERSHIP

Studies indicate that poor leadership accounts for almost three quarters of all failed ownership-transfer plans.

Learn why management succession should be a process rather than a single transaction, what the elements of a transition plan are, and how to generate a blueprint for developing a management succession process.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Managing & Motivating the Under-30 Work Force

LEADERSHIP

Discover the unique characteristics of young workers and how to create standards of behavior that make them easier to manage. Participants will learn how to communicate more effectively and motivate the younger generation to provide a high level of work output and customer service.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen, flip chart

Cost: \$2,500 plus travel expenses from North Carolina

Contact: Bob Losyk, Innovative Training Solutions (Bob Losyk Presents); Phone 336-288-8901; Fax 336-282-

0128; bob@boblysok.com

Managing a Fleet Safety Program for Profit

OPERATIONS / TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this course describes the components of an effective fleet safety program for commercial and non-commercial vehicles. Topics include: management direction and leadership, driver selection, substance abuse, driver supervision and accountability, accident reporting and investigation, non-owned auto exposures, negligent entrustment, and in-cab behaviors.

Live Presentation: one day

Target Audience: owners, safety managers, foremen

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled

offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Managing with Facts – NEXT GEN Project Manager Training

PROJECT MANAGEMENT

This comprehensive and highly interactive course will focus on 'best practices' and foundation principles essential to the efficient planning, scheduling, managing, and estimating processes for construction projects. The program will also cover practical techniques for recovering projects that are in trouble, how to manage the competitive market, and how to show value to the GC and/or client.

Live Presentation: 3 Day Course (21 hours)

Target Audience: owners, foremen, estimators, project managers

*Audience Requirement: minimum 10-20 participants
Prerequisite: A working knowledge of the Electrical industry*

Equipment Required: LCD projector and screen, white board or flip chart and markers - training materials are provided

Cost: Call for details

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Marketing for Electrical Contractors

OPERATIONS

This live presentation, part of Leviton's Learning Lab series, analyzes the most successful approaches to marketing the services and products provided by an electrical contractor in the commercial, industrial, and residential sectors.

Live Presentation: one to two hours

Target Audience: foremen, sales staff, owners

Audience Requirement: NA

Equipment Required: NA

Cost: \$0

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Marketing Your Company in the 21st Century

OPERATIONS / SERVICE

This program focuses on techniques to market your company more effectively. It takes a residential service perspective and promises to show contractors how to get their phones to ring off the hook.

Live Presentation: two hours

Target Audience: owners

Audience Requirement: at least 10 owners from different companies

Equipment Required: projection screen

Cost: no fee; travel expenses from St. Louis

Contact: Gregg Buffington, Electricians' Success International (IEC National Gold Industry Partner); Phone 800-771-0107; Fax 314-657-4516;

gbuffington@yoursgi.com

Microsoft Project 2003 Professional

PRODUCT-SPECIFIC / PROJECT MANAGEMENT

This workshop provides practical knowledge about using Microsoft Project 2003 Professional (a software program) to assist project managers, construction managers, supervisors, foremen, schedulers, and project team members manage all aspects of an assignment efficiently and professionally. The session covers basic concepts and navigation, entering and organizing tasks into schedules, tracking resources and costs, monitoring progress and results, and creating reports. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: two days (14 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$5,000 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Mitigating Risk with Sound Estimating Principles

OPERATIONS / PROJECT MANAGEMENT / SERVICE

Participants learn how to modify their bidding practices to establish true costs and improve their ratio of success by reviewing key elements of an estimate.

Live Presentation: four hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Motivate & Inspire Employees with Non-Monetary Incentives

LEADERSHIP

Successful managers know that motivating employees take a combination of monetary and non-monetary incentives. Keeping people enthusiastic and productive requires hiring the right people, paying them well for doing the right things, setting and communicating realistic

expectations, creating an environment where people thrive, and getting rid of poor performers.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

NEC Update

TECHNICAL & SAFETY

This live presentation, part of Leviton's Learning Lab series, identifies the key changes to the National Electrical Code. There are three different presentations available for the 2002, 2005 and 2008 Code cycles. Each presentation is professionally scripted with colorful illustrations. Attendees receive Leviton's "Changes To The Code" pocket guide.

Live Presentation: one to two hours

Target Audience: electricians, apprentices, foremen, owners

Audience Requirement: NA

Equipment Required: NA

Cost: \$0

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077;

Fax 718-631-6508; tdegnan@leviton.com

New Hire Employee Safety Orientation

LEADERSHIP / TECHNICAL & SAFETY

A surprising number of employees are injured, even killed, within the first 60 days of employment in the construction industry. Part of CNA's School of Risk Control Excellence, this course provides intensive instruction on the basic skills needed to manage new hire safety orientation within a company.

Live Presentation: one day

Target Audience: owners, safety managers, human resources managers

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

New Technology for Electrical Estimating and Project Management

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT / SERVICE

Technology is a 'must have' in order to remain competitive in today's electrical contracting industry. Coordination of information is critical to getting the most accurate—and most profitable—estimate for each job you bid on. It's that collaboration, information exchange, and currency of data that is handled easiest by today's technology. A fully integrated and automated software solution is an essential tool to effectively manage the day-to-day functions of your business. This presentation will illustrate how software can streamline your business operations, from receipt of digital drawings, to the production of comprehensive and accurate estimates, through to complete and thoughtful project management. Software can help you to gain a competitive advantage and raise your profit margins by increasing your productivity, facilitating your preparation of profitable bids, allowing you to more effectively manage job costs.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

NFPA 70E, Chapter 1 Workshop

TECHNICAL & SAFETY

This one-day instructor-led course provides the participant with a basic understanding of safe work place practices. It will review the NFPA 70E, Chapter 1, 2004 Edition. After completing this course, participants will be able to:

Identify electrical hazards

Classify electrical hazards and apply techniques and procedures for safe work practices

Identify techniques to create a culture where electrical safety is part of the workplace environment

Live Presentation: 1 day

Target Audience: Electricians, foreman, apprentices

Cost: Contact your local Square D distributor for pricing.

Contact : Visit www.us.schneider-electric.com/contractor-training. Under Instructor-led courses – Safety, Arc Flash Safety, then click on course name.

Operating a Successful Service Business

OPERATIONS / SERVICE

Participants examine issues that are key to the successful operation of a service company or department. The session covers selling and negotiation, determining the costs of service work, and client profiling.

Live Presentation: four hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Optimizing Project Schedules

PROJECT MANAGEMENT

This session emphasizes recovery methodologies for projects that are in trouble. It includes ideas for compressing the time required for design, procurement, construction, and start-up activities and optimizes early project planning, schedule acceleration, and recovery techniques. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

OSHA 10-Hour for Construction

TECHNICAL & SAFETY

Part of CNA's School of Risk Control Excellence, this course provides training on construction safety and health issues. Topics include: introduction to OSHA, electrical standards, fall protection, trenching and excavation, scaffolding, personal protective equipment (PPE), and more. Participants receive an OSHA 10-Hour course completion card.

Live Presentation: two days (10 hours)

Target Audience: owners, safety managers, foremen

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Partnering

OPERATIONS

The foundation of any successful project is its people. The partnering process develops teams of 'stakeholders' united by common goals and objectives. This session covers industry perspectives on partnering, partnering toolbox items, implementing successful partnering projects, and lessons learned from case studies.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Plugs & Connectors

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Power Quality

TECHNICAL & SAFETY

This live presentation, part of Leviton's Learning Lab series, addresses issues relating to managing and measuring power quality in the field.

Live Presentation: one to two hours

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: NA

Cost: \$0

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Power Quality Monitoring

TECHNICAL & SAFETY

This class shows how to identify power quality problems and measure sags, swells, voltage transients, harmonic distortion, and voltage flicker. Students will learn about

disturbances, harmonics, equipment tolerances, and monitoring transients with hands-on practice. Each participant receives a comprehensive manual.

Live Presentation: two days (16 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$6,850 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Power Quality & Grounding

TECHNICAL & SAFETY

Using case studies, classroom exercises, and hands-on experience, this training program illustrates the need for evaluating power quality problems using popular brands of analyzers and computer software. Each participant receives a comprehensive manual and the IEEE Emerald Book, *Powering & Grounding Sensitive Electronic Equipment*. Students will learn how power disturbances affect equipment, how to reduce power disturbance problems, the causes and symptoms of harmonic currents and ineffective grounding, and a lot more.

Live Presentation: four days (32 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$9,750 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Pre-Project Planning: Project Definition Rating Index (PDRI) Analysis

PROJECT MANAGEMENT

The benefits of pre-project planning are described, including front end loading, selecting alternatives, developing project definition packages, and making project authorization decisions. Students will be exposed to PDRI tools to measure the degree of scope development through analysis of a series of critical elements that help a project team quickly predict factors impacting project risk. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Pricing for Profits

OPERATIONS / SERVICE

Doing profitable work is the key to long-term success. Understanding job costs and profit goals is the best way to increase profits through pricing. This session explains how to evaluate the financial structure of a company, enjoy the benefits of profit budgeting, set margin contribution objectives by job type, and price the right jobs to get profitable work.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Professional Ethics:

A Preventative Maintenance Approach

INDUSTRY ISSUES

It isn't enough to know the IEC Code of Ethics and your company's code of conduct. Without a solid grasp of self-monitoring skills, there are many opportunities to compromise ethics unknowingly and unintentionally. This unique, fun, and thought-provoking program will demonstrate how to prevent ethics problems. Check out a demo video at www.bauerethicseminars.com.

Live Presentation: one to three hours

Target Audience: apprentices, electricians, office staff, foremen, owners

Audience Requirement: NA.

Equipment Required: flip chart

Cost: fee negotiable plus travel expenses from Nashville

Contact: Christopher Bauer, Ph.D., Bauer Ethics Seminars; Phone 615-385-3523; Fax 615-658-9995; chris@bauerethicseminars.com

Profit Is Not a Dirty Word

OPERATIONS

Profit levels in the construction industry have historically been lower than in most other business sectors. This program explores how supply and demand have a significant impact in construction industry profits, how recent trends affect profitability, why the industry focuses on construction volume rather than profit, and what factors can lead to increasing profitability.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;
Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Project Management for Electrical Contractors

OPERATIONS / PROJECT MANAGEMENT

This class was designed for companies that want to get started in project management. It focuses on the skills needed by owners, foremen, and estimators to develop project management expertise and appreciate the benefits, complexities, and drawbacks of electrical project management assignments.

Live Presentation: two days (16 hours)

Target Audience: owners, foremen, project managers, estimators

Audience Requirement: 20 to 30 participants preferred
Equipment Required: LCD projector and screen, white board or flip chart and markers

Cost: \$1,500 plus travel expenses from Phoenix

Contact: Ralph Buehler; Phone 480-818-2463; Fax 623-889-2503; eleceducgroup@aol.com

Project Management for Small Construction Projects

PROJECT MANAGEMENT

This session provides participants with basic familiarity of the terminology and 'best practices' of project management and the skills sets required for managing smaller projects. Comprehensive checklists are used to address the various steps involved in the process. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Project Management Overview

PROJECT MANAGEMENT

This introductory-level course provides a thorough overview of the general principles, processes, and terminology involved in project management. The focus is on 'best practices' relating to scope identification, risk assessment, cost management, schedule management, change management, metrics, communication, and team building. The roles and responsibilities of team members are also covered. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners, field workers, office staff, electricians, apprentices

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Project Negotiation Skills

PROJECT MANAGEMENT

This workshop targets project managers, team members, and stakeholders who need to negotiate with vendors, clients, contractors, and other groups to achieve the goals of a project. Learn a variety of negotiation skills and tactics through role playing scenarios. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: two days (14 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$5,000 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Project Scheduling with Microsoft Project 2003

OPERATIONS / PROJECT MANAGEMENT / PRODUCT-SPECIFIC

Participants acquire the skills and knowledge to develop project baseline schedules for use in construction projects with Microsoft Project 2003 software. Students will learn how to build a logical and detailed project schedule, identify the critical path of a schedule, and import estimating data for use in building schedules.

Live Presentation: two days (16 hours)

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: minimum 6, maximum 12 persons

Equipment Required: personal computers and an LCD projector

Cost: \$950 per person

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

Properly Managing Change

PROJECT MANAGEMENT

Failure to understand, properly price, and manage change on lump sum projects is a key component of construction project failure. Field personnel need to understand the change management process to be effective in controlling project changes. All aspects of the change order process are covered, including development, presentation, and

handling changes once approved. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Protecting Your Investment

LEADERSHIP / OPERATIONS

This course helps business owners and managers understand the key property risks that can impact their bottom lines. Property protection, vehicles used for business, worker's compensation, and liability issues will be covered. Part of CNA's School of Risk Control Excellence.

Live Presentation: one day

Target Audience: foremen, owners

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Protection & Coordination

TECHNICAL & SAFETY

This program explains the rules and techniques of coordinating protective relays, power fuses, and circuit breakers. The majority of the class is dedicated to practical exercises and examples developed using computer software. Each student receives a classroom reference manual and the IEEE Buff Book, *Protection and Coordination of Industrial and Commercial Power Systems*. Upon completion, participants will understand the difference between protection and coordination, related aspects of various standards and codes, and how to use protective devices.

Live Presentation: four days (32 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$9,750 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Receptacles

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Recruiting & Hiring the Right People

LEADERSHIP

Discover how to attract qualified apprentices and office workers and develop behavioral standards needed to create effective interview questions and assessment standards. Learn how to determine whether candidates can do the job – and will do the job that is expected.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen, flip chart

*Cost: \$2,500 plus travel expenses from North Carolina
Contact: Bob Losyk, Innovative Training Solutions (Bob Losyk Presents); Phone 336-288-8901; Fax 336-282-0128; bob@boblysok.com*

Residential Service Start-Up

SERVICE

This program focuses on techniques to develop a start-up residential service division. Participants will learn how to avoid mistakes, set realistic expectations, and deliver quality customer service and satisfaction.

Live Presentation: two hours

Target Audience: owners

Audience Requirement: at least 10 owners from different companies

Equipment Required: projection screen

Cost: no fee; travel expenses from St. Louis

Contact: Gregg Buffington, Electricians' Success International (IEC National Gold Industry Partner); Phone 800-771-0107; Fax 314-657-4516; gbuffington@yoursrgi.com

Residential Structured Wiring

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

Right-Sizing Your Business

OPERATIONS

Right-sizing means taking a proactive and systematic approach to expand and contract your business to match the business cycle. This seminar explains how to determine the volume of work needed and the cost to get it, assess overhead expenses, calculate the impact of price and productivity changes on volume, and develop practical operating budgets.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320; jhartloff@fminet.com

Risk Assessment Estimating

OPERATIONS / PROJECT MANAGEMENT / SERVICE

By evaluating your estimate for potential problems ahead of time and developing strategies to address them, you will improve your chances of having a successful project. This seminar will review where the potential risks lie for projects go awry, and what strategies and tactics estimators can take to reduce the possibility of the project coming in with a negative profit.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-

662-7687, Fax 603-437-9354, cthomas@conest.com

Risk Management for Project Teams

PROJECT MANAGEMENT

This workshop was designed for owners, managers, project managers, and project teams with some experience in project management and risk management. The focus is identifying, utilizing, and assessing a variety of risk identification and quantification methods. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: two days (14 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$5,000 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Root Cause Failure Analysis

PROJECT MANAGEMENT

Understanding why a project failure occurred is critical to addressing its correction and protecting the long-term profitability of a contractor. This program introduces participants to the processes and analysis techniques required to perform root cause failure analysis. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Short Interval Scheduling for Electrical Contractors

OPERATIONS / PROJECT MANAGEMENT

This session was developed for those who provide leadership on construction projects. The focus is on short interval planning, also known as "two-week look ahead". Participants will learn the benefits of short-term planning for material, information, and equipment.

Live Presentation: 90 minutes to two hours

Target Audience: owners, foremen, project managers

Audience Requirement: 10 to 30 participants preferred

Equipment Required: LCD projector and screen, white board or flip chart and markers

Cost: \$1,000 plus travel expenses from Phoenix

Contact: Ralph Buehler; Phone 480-818-2463; Fax 623-889-2503; eleceducgroup@aol.com

Site Planning for Effective Mobilization

PROJECT MANAGEMENT

Effective site planning is crucial and helps limit the time, cost, and safety risks on a project. Field personnel need to understand ‘best practice’ standards for site planning, including materials handling, demolition, parking, refuse, etc. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC’s 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Starting or Updating a Substance Abuse Program

INDUSTRY ISSUES / OPERATIONS / TECHNICAL & SAFETY

The contracting industry employs the highest number of substance abusers. Drug abusers are in almost four times as many accidents, require three times more medical expenses, and file five times more worker’s compensation claims than non-abusers. This program looks at drug and alcohol abuse statistics, the types of programs available (pre-employment, post-accident, and random), benefits and drawbacks of urine testing versus oral testing, and applicable case studies. Speaker is also available for complimentary private consultations during visit.

Live Presentation: 60 to 90 minutes

Target Audience: owners, foremen

Audience Requirement: NA

Equipment Required: laptop and LCD projector

Cost: no fee; instructor travel from Pennsylvania

Contact: Judy Swartley, M. Arthur Group; Phone 610-866-7603; Fax 610-866-4672; jswartley@aol.com

Strategic Planning for Contractors

LEADERSHIP / OPERATIONS

Strategic planning enables senior executives to envision their companies’ futures – and provides all employees with direction and priorities. Because markets, customers, products, and services are always changing, a strategic plan needs to evolve to remain effective. This session illustrates how to prepare for planning, build an effective planning team, identify corporate culture, conduct situational analyses, set realistic goals and

objectives, and encourage teamwork to achieve long-lasting success.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Strategies for Improving Productivity

OPERATIONS

Improving productivity is not a field issue – it’s a management issue. Productivity is a function of good planning and effective communication. This program shows participants how to build proactive planning and communication processes, identify the business processes that have the greatest impact on productivity, and improve workforce systems to impact a company’s bottom line.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

SureCount Symbol Recognition

OPERATIONS / PROJECT MANAGEMENT

Learn how to create projects, set up drawings, and then count and measure. You will also learn how to transfer the information to IntelliBid’s Count Sheets. SureCount software goes beyond the basic function of locating and counting symbols on a blueprint. It also allows you to work with today’s technology of digital drawing by providing the counts in a matter of minutes, regardless of how many symbols the user searches for. This session will cover Job Registration and Drawing Imports, Counting process and Branch/Feeder Measurements.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: SureCount Software

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

Switches

PRODUCT-SPECIFIC / TECHNICAL & SAFETY

This self-contained learning module from Leviton's School for Electronic & Electrical Devices contains a CD-ROM, video and audio tapes, a student guide, and product samples that cover the topic. Suitable for individuals or small groups.

Self-Study Course: one hour or more – time varies by learner(s)

Target Audience: electricians, apprentices, foremen

Audience Requirement: NA

Equipment Required: personal computer and/or video/audio cassette player

Cost: \$20-30

Contact: Tom Degnan, Leviton Manufacturing (IEC National Bronze Industry Partner); Phone 718-281-6077; Fax 718-631-6508; tdegnan@leviton.com

T&M Billing & Dispatch Manager

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

T&M Billing/Dispatch Manager is a powerful, easy-to-use billing management tool for scheduling work crews and equipment, generating detailed work orders and processing accurate invoices for all your jobs.

T&M Billing Manager can be used in conjunction with an estimate created in IntelliBid or as a stand alone application for time and material service work.

Live Presentation: One hour - conducted via the Internet

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: Web Browser & Internet Access

Cost: \$35.00 per person

Contact: ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, training@conest.com

The Reality of Change Orders

OPERATIONS / PROJECT MANAGEMENT / SERVICE

Participants explore how change orders impact base contracts, schedules, and productivity of projects – and how to better manage change orders to positively impact your bottom line.

Live Presentation: four hours

Target Audience: owners, foremen, estimators, project managers, electricians

Audience Requirement: none

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Gil Cabral, Accubid Systems (IEC National Platinum Industry Partner); Phone 905-781-8800 x4157; Fax 905-761-1234; gcabral@accubid.com

The Value of Estimating Software

OPERATIONS / PRODUCT-SPECIFIC / PROJECT MANAGEMENT

This presentation will be an insight on how important estimating is and the direct impact it has on your company. This seminar will discuss how estimating has evolved from the days of just submitting a lump sum number. Owners, architects and GC's alike are all requiring detailed price breakdowns. The presenter will lay out an estimating process that works through the entire project cycle and shows the benefits of adopting a standardized process for speed and consistency.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Tired of Competing on Low Price?

OPERATIONS / SERVICE

Failure to differentiate, or make a company stand out from the competition, requires competition on price alone. Learn how to make a company stand out and capture customer attention with something other than price. Learn how to build value for customers and your company.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Turning around Turnover: Keeping the Best Employees

LEADERSHIP

Discover why your employees really come to work and what they really want. Learn how to build a feedback system to encourage them to work creatively and independently. Understand how to create a positive, open work environment to reduce turnover.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen, flip chart

Cost: \$2,500 plus travel expenses from North Carolina

Contact: Bob Losyk, Innovative Training Solutions (Bob Losyk Presents); Phone 336-288-8901; Fax 336-282-0128; bob@boblysok.com

Understanding Arc Flash

TECHNICAL & SAFETY

This training program provides a practical understanding of the new information in NFPA Standard 70E, how it relates to OSHA 29CFR1910, and how to select flame-resistant clothing and personal protective equipment (PPE). The class covers safe approach distance; calculating short circuit current, flash protection boundaries, and incident energy exposures; and determining hazardous risk categories. Each student receives a comprehensive reference manual.

Live Presentation: one day (8 hours)

Target Audience: electricians, apprentices, foremen

Audience Requirement: up to 12 (can accommodate more with advance notice)

Equipment Required: call for details

Cost: \$5,400 plus instructor travel if applicable

Contact: Jim Golly, Eaton-Cutler Hammer (IEC National Platinum Industry Partner); Phone 916-780-4106; Fax 916-780-4141; jameslgolly@eaton.com

Understanding Contracts & Specifications

OPERATIONS / PROJECT MANAGEMENT

This seminar provides a general overview of common clauses and terms found in construction contracts. Participants will learn how to use contract language as leverage to benefit subcontractors, including issues such as time is of the essence, force majeure, change clauses, order of precedence, and schedule acceleration. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Understanding Labor Units

OPERATIONS / PROJECT MANAGEMENT / SERVICE

No two electrical contractors produce the same job in the exact same amount of time. The first distinction an estimator must realize is that a labor unit is not absolute. Understanding how different job conditions affect total labor hours on any project goes a long way when it comes to successful estimating. This seminar will review the concept and application of calculating labor hours and their related costs and

making the appropriate adjustments to accommodate varying job conditions.

Live Presentation: 1-2 hours

Target Audience: owners, foremen, estimators, project managers

Audience Requirement: none

Prerequisite: A working knowledge of the Electrical industry

Equipment Required: LCD projector and screen

Cost: Call for details.

Contact: Cathleen Thomas, ConEst Software Systems (IEC National Bronze Industry Partner); Phone 800-662-7687, Fax 603-437-9354, cthomas@conest.com

Understanding the Game Plan: Your Roles & Responsibilities

PROJECT MANAGEMENT

Subcontractors need to be familiar with what project plans are and understand the roles and responsibilities allocated to them in these plans. Field personnel learn what is included in project plans, what the key concepts are, and how these concepts apply to them. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Understanding the Schedule

PROJECT MANAGEMENT

Many foremen and field personnel have reservations about schedules. Field workers often don't understand how schedules are developed, what the acronyms and terminology mean, and how to analyze them. This program provides field workers and managers with tools to better understand scheduling basics, how to interpret them, and what types of reports to request to assist the workers in the field. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: one day (7 hours)

Target Audience: foremen, project managers, owners, field workers

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$2,500 plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

Utilizing Kickoff Meetings

PROJECT MANAGEMENT

The vision of an estimate must translate effectively to the project team and field personnel to achieve a profitable outcome. Through case studies and best practice models, learn how to use a kickoff meeting to communicate goals and expectations to all team members. This program can be combined with another PMCC half-day program to form a one-day workshop. This session is part of PMCC's 20-seminar project management curriculum.

Live Presentation: four hours

Target Audience: foremen, project managers, owners

Audience Requirement: prefer 10 to 20 participants

Equipment Required: LCD projector and screen (PMCC can provide LCD projector upon request)

Cost: \$1,250, if combined with another half-day program, plus travel expenses

Contact: Milt Jones, PMCC; Phone 410-860-6680; Fax 410-860-0877; mjones@pmccinc.com

What Makes a Good Contractor?

OPERATIONS

Successful contractors are rethinking their fundamental approaches to organization, finance, project management, and planning. Doing business as usual usually means using outdated management practices that diminish profitability. Participants will understand the characteristics of successful contractors in today's business environment relating to organization, personnel, finance, cash management, marketing, project control, productivity, and strategic and business planning.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting; Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

What You Need in an Estimating System

OPERATIONS/PROJECT MANAGEMENT/PRODUCT SPECIFIC

This session will cover all sizes of estimating systems for any size shop – small or large – even yours! The session will feature – how to break out the job so that you can manage the work, explore all the tools to help you take-off the job quickly, accurately, and efficiently. Look at different options for updating your material prices and finding your different labor factors. Finally, find different ways to wrap up the bid and prepare for the job.

Online Presentation: 2 hours via the Internet

Target Audience: Owners, foreman, estimators, project managers

Audience Requirements: none

Prerequisite: A working knowledge of the Electrical trade

Equipment Required: Web Browser and Telephone

Cost: \$0

Contact: Loriel McCormick, McCormick Systems, Inc.

Phone: 800-444-4890 or lmccormick@mccormicksys.com

What Your Business Is Worth

INDUSTRY ISSUES / LEADERSHIP

All owners want to know the intrinsic value of their businesses. This session addresses the motivations that underlie the need to establish a current worth and common techniques used to value firms in the construction industry.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Winning at the Proposal Game

OPERATIONS

Proposals are sales tools – not scope addenda or project estimates. Proposals are used to get a company on the short list and set a foundation for the final selection process. This session shows how to examine you're your proposals tell customers about your company and how your proposals compare to the competition.

Live Presentation: one to three hours

Target Audience: foremen, owners

Audience Requirement: NA.

Equipment Required: LCD projector, screen

Cost: \$2,500 for one hour / \$3,500 for three hours plus travel expenses

Contact: Jim Hartloff, FMI Management Consulting;

Phone 919-785-9285; Fax 919-785-9320;

jhartloff@fminet.com

Worker's Compensation: Strategies to Manage Risk

INDUSTRY ISSUES / OPERATIONS / TECHNICAL & SAFETY

This course helps business owners and managers understand several powerful tools for reducing worker's compensation costs. Learn how the establishment of a "safety culture" can dramatically improve results. Part of CNA's School of Risk Control Excellence.

Live Presentation: one day

Target Audience: foremen, owners

Audience Requirement: Call for details.

Equipment Required: Call for details.

Cost: Call for details.

Contact: Visit www.cna.com and click on Risk Control – choose the CNA location nearest you for contact information to determine availability of pre-scheduled offerings in your area or requirements for scheduling a local offering. Pre-scheduled offerings are free to CNA customers.

Workers in a Tight Market

INDUSTRY ISSUES

After identifying the causes of the worker shortage crisis,

this session offers real-life, contractor-tested solutions to help contractors develop a fresh perspective on manpower issues to growth their businesses.

Live Presentation: 45 to 90 minutes

Target Audience: owners, foremen, project managers, electricians

Audience Requirement: 10 or more participants

Equipment Required: overhead projector (optional)

Cost: none

Contact: Phil Mussallem, CPC, Electrical Staffing (IEC National Platinum Industry Partner); Phone 877-695-1200; Fax 877-695-1202; phil@electricalstaffing.com