Business Management Live Seminar

Provider Information

Provider	Email	Phone
Mike Holt Enterprises	ceuonline@mikeholt.com	888-632-2633

General Information

Instructors

Mike Holt, Brian House, Charles Douglas, Mario Valdes

Course Description

This course covers strategic Business Management skills and important laws regulating contractors, inspectors, engineers, and tradesmen.

Expectations and Goals

At the end of this course the student will understand all the factors to run an electrical business safely and successfully. Important regulations and enforcement of Workers Compensation including claims, audits, regulations, and situations for business. They will review NFPA70e Safety to ensure they and team are following standards provided for safe electrical workplaces. Understand and review important State Rules, laws, and relevant codes that will impact their license and electrical business. Students will learn skills to successfully run an electrical business in today's market, stay ahead of the industry changes, and improve their everyday decisions with business goals in mind. They will leave prepared to manage the business or themselves in the times that have caused many others to fail.

Class Attendance Verification and Evaluation

Students' attendance is monitored with sign-in and sign-out sheets that verify actual time spent in the course. Students will also complete a course evaluation form for the course content and the instructor.

a. The students' sign in form will be stamped by our check-in staff.
b. At the end of the class, the sign in forms are picked up by our staff. The students are handing them to us before they exit the class.
c. In order to receive credit for the course, the sign in form must have signed in and out and must be stamped and must match the identification verified on the order.

Students will be provided an instructor and course evaluation during the class. We will collect and review each evaluation. Evaluation sheet attached following syllabus.

Course Materials

Students will receive the entire PowerPoint Presentation as a booklet at the beginning of class. The handout will include references and space to add their own notes. Cost to students is $395. Please see the included packet for a sample of the handout

Course Topics

Module	Topics
8:00am – 8:10am	**Introduction and Goals**
8:10am – 9:00am	**Session 1: Advanced Building Code Module**
	Introduction History and Timeline of Code Adoption New Electrical Requirement Changes
	New Energy Code Electrical Requirements Residential Energy Efficiency Commercial Energy Efficiency Councils, commissions, Associations
9:00am – 10:00am *(Includes 10-minute break)*	**Session 2: Workers' Compensation**
	Workers' Comp Law Definitions Requirements for companies and employers Penalties Medical Treatment
	Claim Administration Injured Worker Benefits Exemptions Employer Responsibilities Legislation, Laws, and Bills Case Review Reality of costs for businesses Personal, Business, Succession, Plans, wills, trusts
	System to reduce operating and work comp costs • P-4 ○ Pre-hire & Post-offer strategies ○ Pre-claim & Post-Claim strategies • Training considerations (the need for analytics) Lawsuits Planning and Protecting your business
10:00am – 11:00am *(Includes 10-minute break)*	**Session 3: Electrical Rules and Laws**
	Define ECLB and purpose Chapter 489, Part II, Florida Statutes & Chapter 61G6, Florida Administrative Code Review all license categories, registered/certified, and descriptions Recent changes in licensing law
	Chapter 489, Part II, Florida Statutes & Chapter 61G6, Florida Administrative Code Qualifying a business Insurance and workers' comp Requirements License renewal for active and inactive licenses Continuing education Emergency registration Penalties
11:00am – 12:00pm *(Includes 10-minute break)*	**Session 4: Electrical Safety**
	NFPA 70e introduction Responsibility Eliminating Hazard AI in Construction

	Risk Assessments & Analytics 480 Volts and all Three-Phase Systems Single-Phase 120/240 Volt Safety in the workplace
	PPE Compliance and Training PPE Required Lockout and Tagout OSHA standards and practices
12:00pm – 1:00pm	*Lunch*
1:00pm – 2:30pm *(Includes 10-minute break)*	**Session 5: Business Management**
	Assuming Responsibility: Recognizing leaders in your team and delegating responsibility to scale your business. Take action to prove you are ready to step up to leadership by taking ownership
	Balance: Everyone needs you, but who gets you? Why strategic long-term goals and discipline will prevent burnout. Decision making under stress to maintain control.
	Conflict Management: Addressing disagreements before they become disruptions. Using communication, accountability, and perspective to resolve conflict while protecting professional relationships.
	Decision-Making: Making confident decisions with the information available. Evaluating consequences, avoiding indecision, and knowing when timely action is more valuable than waiting for certainty. High-Risk Decisions.
	Delegating: Building capable people instead of doing everything yourself. Assigning responsibility with clear expectations and accountability to develop your team and increase capacity.
	Efficiency: Getting better results from the time, people, and resources available. Identifying wasted effort and creating processes that improve productivity without sacrificing quality.
	Managing Failure: Responding productively when plans, people, or decisions fall short. Learning from failure, making necessary adjustments, and preventing setbacks from becoming repeated mistakes.
	Goal Setting: Turning ideas and ambitions into clear, measurable objectives. Establishing realistic targets and consistent actions that move you and your team toward long-term results.
2:30pm – 4:00pm *(Includes 10-minute break)*	**Session 6: Business Management**
	Leadership: Influencing people through example, direction, and accountability. Building trust and developing others while creating a clear vision people understand and support.
	Management by Crisis: Recognizing the cost of constantly operating in emergency mode. Moving from reactive problem-solving to proactive planning, communication, and systems that prevent avoidable crises.
	Management Style: Understanding how your approach to managing people affects performance and culture. Adapting your leadership style to different personalities, situations, and levels of responsibility.
	Motivation: Understanding what drives you and the people you lead. Creating an environment where purpose, recognition, responsibility, and achievement encourage consistent performance.
	Organization: Creating structure that allows people, information, and priorities to work together effectively. Developing systems that reduce confusion, improve accountability, and keep important work moving forward.
	Pareto's Principle—The 80/20 Rule: Recognizing that a small percentage of activities often produces the majority of results. Identifying the people, customers, tasks, and opportunities that deserve the greatest attention.
	Priorities: Knowing what deserves your attention now and what can wait.

	Separating what is urgent from what is important to keep daily demands from controlling long-term goals.
	Peter Principle: Understanding the risk of promoting people beyond their current abilities. Matching responsibility with competency and providing development before advancement becomes a liability.
4:00pm – 5:00pm	**Session 7: Business Management**
	Planning: Establishing the path between where you are and where you want to be. Anticipating resources, obstacles, responsibilities, and timelines before taking action.
	Preparation: Creating an advantage before the work begins. Developing the knowledge, resources, and contingency plans necessary to respond confidently when opportunities or challenges arise.
	Problem Solving: Identifying the real problem instead of treating the symptoms. Evaluating causes, considering alternatives, and implementing practical solutions that produce lasting results.
	Risk Taking: Understanding that growth requires calculated risk. Evaluating potential rewards and consequences to make informed decisions without allowing fear—or recklessness—to determine the outcome.
	Stress Management: Recognizing how pressure affects judgment, communication, and performance. Developing habits and systems that help maintain perspective, productivity, and control during demanding situations.
	Teamwork: Creating an environment where individual strengths contribute to shared success. Establishing communication, trust, accountability, and common goals that allow people to perform better together.
	Time Management: Taking control of your time instead of allowing demands to control you. Using priorities, planning, delegation, and discipline to focus attention where it produces the greatest value.
	Weaknesses: Having the self-awareness to recognize where you and your organization need improvement. Managing weaknesses through development, delegation, and the strengths of others rather than allowing them to limit results.
5:00pm – 5:10pm	Closing Comments

Mike Holt Enterprises, Inc.
888.NEC.CODE (632.2633) www.MikeHolt.com

Course Materials

1. Course References

- **Business Management: *Mike Holt's PowerPoint Presentation for Business Skills***
  - **I have included the Syllabus and Sample pages of the PowerPoints for your review**

2. All attendees will receive:

- **Booklet with Presentation slides and notes**
  - **Included in cost of seminar**

3. All attendees are required to sign in at start of seminar and sign out at completion of seminar. The attendees are required to turn the form in to the staff to receive continuing education credit

4. Course Fees: $395

Schedule of Course Dates and Locations

Date	Times	Location
May 14, 2027	8:00am – 5:00pm	Marriott Hotel, Coral Springs, Florida *11775 Heron Bay Blvd, Coral Springs, FL 33076*
June 25, 2027	8:00am – 5:00pm	Rosen Plaza Hotel, Orlando, Florida *9700 International Drive, Orlando, FL, 32819*

Class Attendance Verification

Mike Holt Enterprises, Inc.
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1. ***Method of student attendance.*** Students' attendance is monitored with sign-in and sign-out sheets that verify actual time spent in the course.
    a. *The students' sign in form will be stamped by our check-in staff.*
    b. *At the end of the class, the sign in forms are picked up by our staff. The students are handing them to us before they exit the class.*
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2. ***Student Evaluation.*** All students give feedback on courses through surveys and we are able to continue to enhance the program based on this consistent feedback. The evaluation form is shown below

NEC—Mike Holt

Rate from 1-10 (10=highest) ☐ Why?_____

Was this topic relevant for you? ☐Yes ☐No Why?_____

What was the most important thing you learned?_____

_____

What disappointed you?_____

_____

How could the presentation be improved?_____

_____

What concept was most difficult to grasp?_____

_____

What was especially good about today's session?_____

_____

Additional comments:_____

_____

_____

Overall 2-Day Seminar Evaluation

Facilities Did you attend the VIP Luncheon? ☐Yes ☐No

Lunch Day 1 **Rate 1-10** ☐ Why?_____

Lunch Day 2 **Rate 1-10** ☐ Why?_____

Did you stay at the hotel? ☐Yes ☐No **Rate the hotel 1-10** ☐ Comments:_____

_____

Overall: **Rate this event from 1-10 (10=highest)** ☐ Why:_____

_____

How can we improve?_____

_____

Final Thoughts:_____

_____

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Can we use your feedback in our marketing? ☐Yes ☐No

Name:_____ Company:_____