

Business Skills – Seminar Timed Outline



Course Description:

This course covers General Business Skills for electrical contractors, inspectors, engineers and tradesmen; in addition, workers Compensation and Safety. At the end of this course the student will understand the regulations and enforcement of Workers Compensation and Safety issues in their workplace. Students are taught general Business Skills such as job costing, estimating, time management, personal finance, budgeting, project management, which will enable them to operate more efficiently in a business environment.

Course Outline:

8:00am	-	8:05am	Intro
8:05am	-	8:55am	Building Code
8:55am	-	9:45am	<u>Workers Comp</u> Electrical hazards Attending to electrical accident victims Electrical accidents and hazard prevention
9:45am	-	10:00am	<i>Break 1</i>
10:00am	-	10:50am	<u>Safety</u>
10:50am	-	12:00pm	<u>Business Skills</u> Budgets Managing Personal Finances Cash Flow
12:00pm	-	1:00pm	<i>Lunch</i>
1:00pm	-	2:15pm	<u>Business Skills</u> Estimating Project Management
2:15pm	-	2:30pm	<i>Break 2</i>
2:30pm	-	3:45pm	<u>Business Skills</u> Job Costing
3:45pm	-	4:00pm	<i>Break 3</i>
4:00pm	-	5:00pm	<u>Business Skills</u> Banking Financial Statement