



**Mike Holt Enterprises, Inc.**

3604 Parkway Blvd., Ste. 3, Leesburg, FL 34748  
 Phone: 888.NEC.CODE (632.2633) | Fax: 352.360.0983  
 www.MikeHolt.com | info@MikeHolt.com

**Business Management & Finance**

Live Seminar

**Course Time Table-Outline:**

<b>8:00am – 8:10am</b>	<b>Introduction</b>	
<b>8:10am – 9:00am</b>	<b>State Electrical Rules and Laws</b>	
	<i>25 minutes</i>	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
	<i>25 minutes</i>	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- recent changes Emergency registration Penalties
<b>9:00am – 9:50am</b>	<b>Florida Advanced Building Code Module</b>	
	<i>25 minutes</i>	Introduction History and Timeline of Code Adoption New Electrical Requirements for Swimming Pools New GFCI Requirements for Special Occupancies
	<i>25 minutes</i>	New Energy Code Electrical Requirements Residential Energy Efficiency Commercial Energy Efficiency Councils, commissions, Associations
<i>9:50am – 10:10am</i>	<i>Break</i>	
<b>10:10am – 11:00am</b>	<b>Workers' Compensation</b>	
	<i>10 minutes</i>	Workers' Comp Law Definitions Requirements for companies and employers Penalties Medical Treatment
	<i>20 minutes</i>	Claims Legislation, Laws, and Bills Case Review Reality of costs for businesses Legislature Lawsuits Personal, Business, Succession, Plans, wills, trusts
	<i>20 minutes</i>	System to reduce operating and work comp costs <ul style="list-style-type: none"> <li>• P-4           <ul style="list-style-type: none"> <li>○ Pre-hire &amp; Post-offer strategies</li> <li>○ Pre-claim &amp; Post-Claim strategies</li> </ul> </li> <li>• Training considerations (the need for analytics)</li> </ul> Lawsuits Planning and Protecting your business

<b>11:00am – 12:00pm</b>	<b><i>Business Principles for Success</i></b>	
	<i>25 minutes</i>	Running a business and increasing profit in unpredictable times Take 100% Responsibility for your business Decide what you want – Strategic long term/Short term planning Unleash the Power of Goal Setting – S.M.A.R.T. Goals and how they impact your business
	<i>25 minutes</i>	Keeping your business on track Commit to Continuous Improvement Keep score for success – Yearly business analysis
	<i>10 minutes</i>	Practice the Rule of 5
<i>12:00pm – 1:00pm</i>	<i>Lunch</i>	
<b>1:00pm – 1:50pm</b>	<b><i>Electrical Safety</i></b>	
	<i>25 minutes</i>	NFPA 70e introduction 105.3 Responsibility Eliminating Hazard 480 Volts and all Three-Phase Systems Single-Phase 120/240 Volt Safety in the workplace
	<i>25 minutes</i>	PPE Determining PPE Required Testing for Voltage Lockout and Tagout OSHA standards and practices
<i>1:50pm – 2:10pm</i>	<i>Break</i>	
<b>2:10pm – 5:00pm</b>	<b><i>Business Management and Finance</i></b>	
	<i>5 minutes</i>	Balance (Life)—All Things in Proportion
	<i>15 minutes</i>	Bid Process Billing & Collecting
	<i>25 minutes</i>	Break-even Cash flow Contracts
	<i>5 minutes</i>	Customer Selection
	<i>20 minutes</i>	Debt-free Forecasting
<i>3:20pm – 3:40pm</i>	<i>Break</i>	
	<i>10 minutes</i>	Health Immediate Actions
	<i>25 minutes</i>	Job selection Net Worth Report No - a difficult word
	<i>10 minutes</i>	Pang, Gut Feeling Paetro's Principle 80/20 rule
	<i>25 minutes</i>	Payment Terms Profit
	<i>10 minutes</i>	Selling the job at your price
<i>5:00pm – 5:10pm</i>		Closing Comments
<i>Total Minutes - classroom instruction</i>	<i>350 Minutes</i>	

**Course Description/Objectives:**

This course covers strategic Business Management and finance skills for contractors, inspectors, engineers and tradesmen. At the end of this course the student will understand the regulations and enforcement of Workers Compensation including claims, audits, regulations, and situations for business. They will review best practices to ensure electrical safety on the jobsite and other important State Rules, laws, and relevant codes that will impact their license and electrical business. Students will learn core Business Skills such as business profit, business finance, contracts, estimating and bidding, and other management principles which will enable them to operate more efficiently and increase profit, in a business environment.

**Method of Course Presentation**

This program is presented in a live classroom. Each student is provided with a handout including all PowerPoint slides covered in the presentation.

**Method of Evaluation of Course Participants**

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

**Course Instructors:**

See attached Bios for Mike Holt, Daniel Brian House, Belynda Holt Pinto, Melissa Lee, Charles Douglas