



Independent Electrical Contractors of New England

Project Management

AMAZING 5 DAY COURSE



Monday October 7th thru Friday October 11th

(must attend all 5 days)

8:00 am ~ 5:00 pm

Members \$1,895 / Non-Members \$2,150

(Includes Breakfast & Lunch)

Held at our Rocky Hill facility

Instructor: Kirk Alter

50% is due at time of registration to secure your spot ~ balance due 9/1/19

Attendees are required to bring a laptop every day.

In the five-day Essentials of Project Management course, experienced project managers will pick up dozens of new ideas on site management, scheduling, cash flow and finances, marketing and how to manage people. New project managers and foremen who are making the transition from the field to the office gain the know-how they need to manage projects the right way from the start. The course also gives new or future business owners a head start on what they need to know to survive in the construction business. The IEC Project Management Institute was designed by and specifically for today's contractors.

Why Attend?

- * Attendees will learn tools to improve profitability and productivity and increase quality and customer satisfaction.
- * Interactive course focused on application.
- * Class specifically focuses on project management using real examples and case studies of contractors. Participants will obtain management tools that will positively impact their firm.

What this Course Will Offer

- * Owners, project managers, and estimators are recommended to attend. Refer to the following on why it is beneficial to attend these courses:
- * Attendees will learn how to utilize and develop tools that will improve profitability and productivity as well as increase customer satisfaction.
- * Interactive course focused on application.
- * Class specifically focuses on project management - using real examples and case studies.
- * Participants will obtain management tools that will positively impact their firm.
- * You will be expected to participate in the class during the first week, and go home and apply what you have learned.

Please turn over for more details and registration

Independent Electrical Contractors of New England, Inc., 1800 Silas Deane Highway, Rear, Rocky Hill, CT 06067
Phone: 860-563-4953 Fax: 860-529-4265 ~ Email: joanne@iecne.org ~ www.iecne.org

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Specific topics include:

- * *Grading Your Customers*
- * *The Power of Pre-Construction Planning*
- * *Going Beyond Prefabrication*
- * *Construction Finance: Importance of Project Billing & Cash Flow*
- * *Partnering with Your Suppliers*
- * *Understanding What's in the Contract*
- * *Knowing When & Why to Say "No"*
- * *Sharing the Plan: Turnover Meetings*
- * *Identifying Lost Time and Delays*
- * *Winning at the Change Order Game*
- * *Using Scheduling to Avoid Delays*
- * *Painless Project Close Outs*

Course modules:

- * *Budgeting*
- * *Everybody Sells*
- * *Total Quality Management*
- * *What's the Bottom Line?*
- * *Make the Contract Work For You*
- * *Project Building Blocks: The Estimate*
- * *Managing Change on the Project*
- * *Using Technology to Gain Profit*
- * *Profitability in Planning & Scheduling*
- * *Get Ahead and Stay Ahead - Frontloading*
- * *Project Turnover*
- * *Safety = Lives, Health, Profitability*
- * *Keeping Score - Labor Costs & You*
- * *Winning the Change Order Game*
- * *The River of Life - Cost Flow*
- * *Effective Project Correspondence*
- * *Keeping Score - Tracking & Logging*
- * *Negotiation Strategies & Techniques*
- * *Mobilization & Site Planning*
- * *Managing Vendors & Subcontractors*
- * *Increasing Profit through Standardization*
- * *Short Interval Scheduling*
- * *Pre-Fab & Profitability*
- * *Materials Management*

About Instructor: Kirk Alter

Kirk has more than 30 years of experience as a contractor and educator in the electrical and mechanical industries. He has worked his way through the industry as a Foreman, Superintendent, Project Manager, Estimator, Operations Manager, and Vice President of a \$120M firm. Since 1995 Kirk has developed University level Undergraduate and Continuing Education Programs for electrical and mechanical contractors. Kirk has provided instruction for IEC Chapters nation - wide as well as Purdue University.

Registration is required. Please register through our website, call the office to register over the phone with a credit card or fax this completed form. Registrations will be accepted until the class is full or through 10/3 whichever comes first. Cancellations after 8/30 and no shows will not be refunded.

Contact Name: _____

Company _____ Best Phone: _____

Name (1) _____ Name (3) _____

Name (2) _____ Name (4) _____

Payment Information (payment must accompany registration)

Check #: _____ (payable to IEC New England) MC/Visa AMEX Deposit \$ _____ **Grand Total \$** _____

Card Number: _____ Exp. Date (MM/YYYY) _____ Security Code _____

Billing address: _____ Zip Code: _____

Please note if we do not have deposits from 11 attendees by 6/1/2019 we will cancel.

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