



# Independent Electrical Contractors of New England Project Management



**Friday November 1st & Saturday November 2nd**  
(must attend both days)

**8:00 am ~ 5:00 pm**

**Members \$850 / Non-Members \$995**

**(Includes Breakfast & Lunch)**

**Held at Westfield Athenaeum (6 Elm St, Westfield, MA)**

**Attendees are required to bring a Laptop, Tablet or I Pad both days.**

This seminar will provide tangible ways to increase profits and maximize management and labor efficiency while increasing customer satisfaction. Key topics include: controlling costs, managing labor, negotiation, pricing, and managing cash flow as they relate to project managements. Attendees will learn how to utilize and develop tools that will improve profitability and productivity. Specific topics include:

- \* Maximizing profitability through effective project management
- \* Marketing from a project manager’s perspective
- \* Using the estimate as a management tool
- \* Intro to design/build for the project manager
- \* Profitability through planning & scheduling
- \* Tracking labor productivity
- \* Winning at the change order game
- \* Short interval scheduling / Time Management

**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 10/30 whichever comes first. Cancellations after 10/16 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      **Grand Total \$** \_\_\_\_\_

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

Billing address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name as it appears on card : \_\_\_\_\_ Signature: \_\_\_\_\_