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# Business

This course consists of two parts, each containing six three-hour sessions.

## BUSINESS COURSE PART I

### PRICING & SENSITIVITY/FINANCIAL STATEMENTS

#### COURSE #1 &ndash; OUTLINE

##### Session 1 to Session 3: PRICING & SENSITIVITY

- Getting the Most from Seminars
- Profits
- Job Profile
- Monthly Break Even Volume
- Overhead Recovery
- Mark up / Mark down
- Profits & Pricing
- Price Wars

##### Session 4 to Session 6: FINANCIAL STATEMENTS

- Types of Business Entities
- Basic Accounting Principles
- Basic Accounting
- Bookkeeping vs Accounting
- Bookkeeping Controls
- If You Don't Manage the Finances&hellip;

- Understanding Financial Statements
- Understanding Categories in Financial Statements
- Understanding Financial Management

## BUSINESS COURSE PART II

### PLANNING & CONTROL/GENERAL BUSINESS PRACTICES

#### COURSE #2 &ndash; OUTLINE

##### Session 7

- The Contractor and the Law
- The Importance of Planning and Control
- The Triangles of Life
- The Board of Governance
  
- Indirect Costs
- The Contractor who Lives by the Price&hellip;
- Get Ahead & Stay Ahead
- Who's your Friend

##### Session 8

- Qualities of a Good Manager

- 20 Rules Managers Can Live With
- Introduction to Planning & Controlling
- Introduction to Time Management
- Establish a method to record Bid Records
  
- Importance of Planning & Controlling
- Planning & Controlling a Contract
- What's the Price?
- The effective Staff Meeting
- Good Project Management Control Systems

#### Session 9

- Managing a Job for Profit
- Choosing a Supervisor
- Onsite Productivity
  
- Factors affecting Change Orders
- Analysis of the Completed Project

#### Session 10

- Why Businesses Fail
- Steps to Prevent Business Failures
- Time Management Skills

- Who's Got the Monkey
- Ideas for Getting a Better Deal

#### Session 11

- Building a Successful Organization
- Efficient Labour
- Quality Matters
- Five Steps to Preparing a Claim
  
- Rules of Contract Interpretation
- Personal Beliefs
- The Great Game of Business

#### Session 12

- Buy/Sell Agreements
- Marketing
- Re-Thinking Education
  
- How to Choose Profitable Jobs in a Recession
- You Can Go Broke Slowly or Quickly

