

# BUSINESS AND ESTIMATING ESSENTIALS FOR ELECTRICAL CONTRACTORS

This two-day face to face course provides attendees with the necessary skills and knowledge to help improve their Business and Estimating knowledge and skills including the preparation of professional Tender Submissions.



## COURSE OUTCOMES:

### This course is designed for

- Electrical Contractors and their employees engaged in small to medium sized electrical projects.
- Business owners, Estimators, Project Managers, Supervisors and support staff employed by small to medium electrical contracting companies looking to enhance their skills

### Course Content

- Estimating and Tendering explained.
- Understanding Documentation & Control.
- The Bottom Line and Know the real cost of labour.
- Labour Factors that influence project results.
- Submitting and Negotiating Tenders
- Preparing and Controlling Variations.
- The preparation and importance of a programme.
- Cash Flow Importance • Controlling your Business
- Marketing Plans • Staff Management • Procurement

- Understanding Vision Values and Standards
- Know how to manage cash flow
- Understanding the Importance of a Business Plan
- Improved skills and knowledge to complete estimates
- Understand how to manage staff.
- Ability to assess and manage risk
- Prepare faster and more accurate estimates.
- Knowing the real cost of labour.
- Improved negotiating skills and confidence when preparing tenders
- And more!!!

**\$1295 + GST**

**\$945 + GST for  
Solar Cutters**

# Included with the course:

- Excel Estimating Spreadsheets for minor and major projects.
- Labour cost calculation spreadsheets.
- Industry labour installation rates.
- Sample Tender submission Documents
- Sample Contractor Trading Terms and Conditions.
- Many more helpful documents.
- Post course Help and Assistance.

My passion is to share my knowledge in preparing and creating quality estimates and professional tenders.

**-Gary Klenner, Trainer**

I have over 45 years' experience in the electrical industry

I completed my electrical apprenticeship in NZ and initially worked on Industrial Projects in the Oil and Gas Industry including Offshore work. I moved to Australia in the 1987 to start work as a Project Manager at Tindal RAAF Base in the Northern Territory. I moved into the role of State Manager NT before taking on other senior management roles around Queensland on several large commercial and industrial projects.

In 1997 I started my own business Klenner Electrical.

Make this opportunity a "not negotiable" session for you to create the best possible opportunity to be competitive, profitable and successful.

