



# Pre-Apprenticeship

## Training Institute

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**ONTARIO ELECTRICAL LEAGUE**

**Pre-Apprenticeship Training Institute & Ontario Electrical League are pleased to offer the Contractor *"Understanding & Managing Your Carrying Costs"* seminar.**

### **Who should attend this seminar?**

- Electrical contractors for small and medium sized companies
- Foremen of small and medium companies
- Office Managers for electrical contractors
- Anyone interested in developing the business skills to run a profitable business

### **What is the purpose of this seminar?**

Based on a request from the Ontario Electrical League and using input from OEL's Contractors, the Pre-Apprenticeship Training institute developed and is now delivering this business seminar.

Upon completion of the one day seminar, the participant should be able to:

- Calculate and account for all of their carrying costs when creating estimates
- List the Profit and Loss (P&L) items that affect the accuracy of estimates
- Utilize the software tool provided to assist with calculating those costs
- Accurately create estimates that account for all of their costs such that the participant knows exactly how much profit they will make on each and every job

### **What tools are provided in this seminar?**

- A carrying cost estimating program that can be used in the day to day running of the business that allows you:
  - An accurate understanding of P&L expenses and their impact on business management
  - An accurate understanding of P&L expenses that should be reflected in carrying costs
  - To accurately mark-up both product and labour to ensure profitable outcomes
  - To target profit margins and achieve those targets

### **What else do I need to know?**

Participants are responsible for bringing a calculator, their laptop (if they have one - if not, one will be provided). Once the participant has registered for the course they will receive an email outlining information about their company that they will need to bring to the seminar. The information will pertain to expenses related to their business, and will be solely for their own use to ensure that all the exercises that they work on during the class are an accurate reflection of their company. The cost of the program is \$650 to OEL members only. The program will run **Tuesday April 20th, 9am to 4pm** at the Cambridge Training Facility at **64 Saltsman Drive., Cambridge, Ontario N3H 4R7.**

***All OEL participants are asked to register directly with Sheila Sage at the OEL by calling 905-238-1382 or filling out the attached registration form to take advantage of special OEL member pricing.***

<b>REGISTRATION FORM</b>		
<b>Name:</b>	<b>Company:</b>	
<b>Address:</b>		
<b>Phone:</b>	<b>Email:</b>	
<b>OEL Member Rate</b>	<b>@ \$650/person x __ person(s)</b>	<b>= \$</b>
<b>Plus 5% gst</b>		<b>= \$</b>
<b>Total</b>		<b>= \$</b>
<b>Method of Payment:</b>		
Cheque Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Invoice <input type="checkbox"/>		
Card No. _____ Expiry _____ Total \$ _____		
Authorized Signature _____		
Name on Card: _____		
<b>Send Registration form and payment to Ontario Electrical League</b>		
Attention: Sheila Sage, <b>By fax:</b> 905-238-1420, <b>By email:</b> sheila.sage@oel.org;		
<b>By Mail:</b> 180 Attwell Dr., Suite 300, Etobicoke, ON M9W6A9		