

EMI

Executive Management Institute

January 15–19, 2020

San Antonio, Texas

Helping Current and Future Business Leaders Develop Management Skills, Enhance Vision, and Achieve Excellence



The Executive Management Institute

NECA's EMI is an intensive, three-and-a-half-day learning experience designed to enhance the leadership skills of current and up-and-coming executives and managers. Designed for senior executives in the electrical contracting industry, this program provides state-of-the-art management concepts and analytical tools that build on existing knowledge of electrical contracting businesses and the industry to increase the value and effectiveness of electrical contracting firms.

Learning Outcomes and Course Outline

Course exercises, case studies, and discussions will revolve around the fictional company, Tesla Electric Company, a firm dealing with the same types of challenges and changes any business in our competitive industry must face.

The course will address Tesla's management capabilities, business environment, financial positions, market, employees, labor relations, and other aspects needed to fully define the operational and business functions of the firm. Using this business as a model, you will gain insight applicable and valuable for your unique company.

Target Audience

Some examples of the type of participants that have benefited from this class include: Presidents, Chief Executive Officers, Vice Presidents, Chief Financial Officers, Chief Operations Officers, Division Managers, and Controllers.

All participants are required to apply and be recommended to attend EMI.



Course Outline

The Effective Executive: Vision and Leadership

- Electrical contracting firm leadership
- Understanding and using your leadership style
- Understanding the electrical contracting industry
- Who are your stakeholders?
- Developing corporate culture

Financial Analysis and Management

- Financial statements and analysis
- Financial ratios and their use
- Analyzing and improving management performance
- Working capital management
- Financial leverage and risk

Strategic Management

- Corporate vs. business-unit strategy
- Corporate vision and mission
- Strategic planning process
- Budgeting to achieve strategic objectives
- Developing and using pro forma financial statements
- Forming and using strategic alliances

Identifying and Analyzing Business Opportunities

- Money-time relationships and developing expected cash flows
- Selecting a minimum attractive rate of return
- Lease or buy: equipment retirement and replacement decisions
- Identifying and evaluating market opportunities
- Growth through acquisition

Process Design and Management

- Business and construction as a collection of related processes
- Mapping and analyzing processes
- Process improvement and re-engineering/integrating
- Using information technology to improve processes
- Establishing a quality assurance program

Measuring Firm Performance

- Dimensions of firm performance
- Core values, criteria, and benchmarking for performance excellence
- Developing and using a balanced scorecard

Schedule of Events

Jan 15	● Arrival and Check In ● 7:30–8:30 pm Get Acquainted Reception	Jan 18	● Breakfast ● Morning Session ● Lunch ● Afternoon Session ● Reception and Dinner
Jan 16	● Breakfast ● Morning Session ● Lunch ● Afternoon Session	Jan 19	● Morning Session and Wrapup ● Noon Departure
Jan 17	● Breakfast ● Morning Session ● Lunch ● Afternoon Session		

Registration Procedures

Please read these application procedures and requirements prior to completing the Application Form. Failure to provide a complete application package may result in your application being denied.

The **Registration Fee of \$3500** includes three-and-a-half days of instruction, all course materials and those meals and receptions/dinners indicated in the Schedule of Events. The Registration Fee does not include lodging, airfare or other miscellaneous expenses. Participants are responsible for making their own travel arrangements and for securing ground transportation upon arrival. Upon review, accepted applicants will be notified and provided the information to make their hotel arrangements within NECA's room block.

Applications will be processed on a first-come basis and attendance is limited. Therefore, promptness in complying with all application procedures is essential. Applications will not be processed unless accompanied by payment.

Due to enrollment limitations, a wait list will be maintained. Individuals on this list will be accorded the opportunity to attend this program, on a first-come basis, to fill a vacancy created by a cancellation.

Please note, to encourage open and productive discussions, registrations may be geographically limited.

Cancellation Policy: Cancellations received 30 days prior to the start of the program may be made without charge; within 30 days prior to the start, there will be a service charge of \$500 and within 15 days of the program the registrant will forfeit their entire registration fee unless a substitute is provided or the registration spot is filled from the wait list. Substitutions for a confirmed registrant may be made only with consent of NECA Education.

Application Requirements

For your application to be considered you must submit the following:

- A completed application form
- A curriculum vitae (CV) or resume highlighting your relevant experience
- A letter of recommendation from a senior leader in your company; if you are the most senior executive in your firm, a notation of this is sufficient.
- Payment either via credit card or check. Your payment will not be processed until your application is accepted. Please make all checks payable to NECA.

Application packets can be submitted via email to education@necanet.org or via mail to NECA Executive Management Institute, 3 Bethesda Metro Center, Suite 1100, Bethesda, MD 20814.

In the event you choose to submit your payment via mail, you can expedite your processing by emailing or faxing the complete application packet, including a copy of the check, provided the original is received within 5 business days.

The registration deadline for this program is December 17, 2019.



2020 EMI APPLICATION FORM

January 15–19, 2020
San Antonio, Texas

Name _____ Title _____

NECA Member Number _____ NECA Chapter Affiliation _____

Company _____

Address _____

City _____ State _____ Zip _____

Business Telephone _____ Email _____

Please select your payment option:

Enclosed is my check for \$ _____ *Please make check payable to NECA.*

Charge to my: Circle one Visa MasterCard American Express \$ _____

Credit Card Account No. _____ Exp. Date _____ Security Code _____

Cardholder Name _____ Signature _____

Card Billing Address _____ Card Billing Zip Code _____

Email payment confirmation to _____

Please ensure that your registration application packet includes:

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For further information contact education@necanet.org