

# **NDO Consultants**

Sales : Marketing : Commercial : Technical  
Training : Planning : Review : Recruitment

## **Advanced Training – 2 Days Technical/Engineering/Project/Management staff**

### **DAY 1**

- 9.00 – 9.15 Introduction/Thoughts, objectives for the day  
9.15 – 9.30 Definition of Commerce  
9.30 – 10.30 Legal Principles including:  
(Development/Definition/Types of Law)  
(Law of Contract)  
10.30 – 12.00 Financial Principles including:  
(Financial Control)  
(Trading/P&L/Balance Sheet)  
(Capital/How Business are Financed)  
(Cash Flow)  
12.00 – 13.00 Lunch  
13.00. – 14.45 Business Planning including;  
(Developing a Business Plan)  
(P.E.S.T. Analysis)  
(S.W.O.T. Analysis)  
(Developing a Marketing Plan)  
14.45. – 16.30 Developing & Keeping Your Business including;  
(Developing & Producing Proposals)  
(Engaging the Customer/Negotiation)  
(Keeping the Customer Happy)  
(Good Customer/Bad Customer – Pareto Principle)  
16.30 – 17.15 Wash up/Close

### **DAY 2**

- 9.00 – 9.15 Introduction/Thoughts, objectives for the day  
9.15 – 12.00 Programme/Project Management including:  
(Task Definition)  
(Specifications)  
(Work Breakdown Structures)  
(Cost Collection Systems)  
(P.E.R.T Networks)  
12.00 – 13.00 Lunch  
13.00 – 16.30 Programme/Project Management including;  
(Earned Value)  
(Risk Analysis)  
(Risk Management)  
(Change Control)  
16.30 – 17.15 Wash up/Close