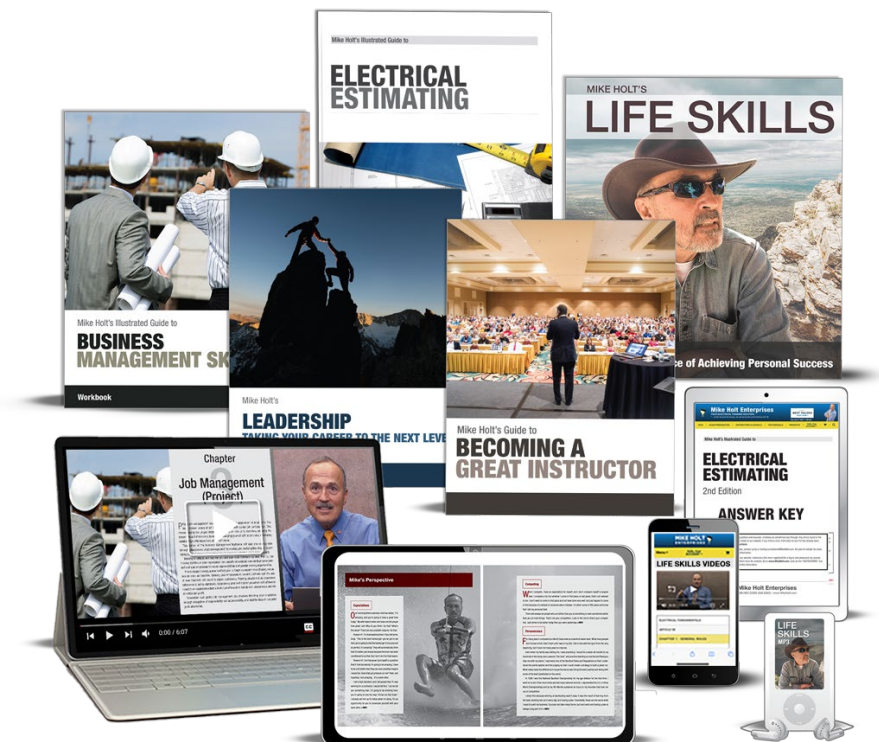


VIDEO USER GUIDE

Ultimate Business Video Training Library

Total Play Time: [35:41:40]



The best way to understand the concepts in this program is to use the videos along with the textbook. The videos contain explanations and commentary from a panel of experts that expand on the concepts in the textbook and help you understand the application of the topics in real-world situations. Whether you're a visual or an auditory learner, watching these videos will enhance your knowledge and understanding.

- Watch the videos sequentially and follow along with the textbook. Stop and review any section that you don't understand.
- Work through the questions in your textbook to test your comprehension.

Life Skills

The Art and Science of Achieving Success



VIDEO USER GUIDE

Play Time Total [13:24:28]

	<u>Play Time</u>	<u>Book Page #</u>
INTRODUCTION	[0:12:23]	
LEVEL 1 – BASIC SKILLS	[4:56:37]	page 3
Attitude, Balance, Change, Character, Coach and Mentor, Communication, Conduct, Continuous Learning, Entitlement, Fear, Forgiving, Gut Feeling, Healthy Lifestyle, Image, Inadequate Feelings, Life, Money Management, “No”, Organized, peer Pressure, Relationships, Resolving Differences, Risk-Taking, Sensitive People, Spirituality, Work Ethic		
DAY 1 SUMMARY	[1:15:02]	
LEVEL 2 – ESSENTIAL SKILLS	[2:15:00]	page 111
Conflict Management, Failure, Intimidation, Pareto’s Principle—the 80/20 Rule, Peter Principle, Planning, Problem-Solving, Teachable		
LEVEL 3 – ADVANCED SKILLS	[02:17:43]	page 147
Assuming Responsibility, Creativity and Innovation, Decision-Making, Delegation, Efficiency, Goal Setting, Motivation, Reputation, Self- Confidence, Teamwork, Time Management		
LEVEL 4 – COMPOUND SKILLS	[0:57:44]	page 195
Continuous Improvement, Happiness, Leadership, Leadership Style, memberships, Procrastination, Self-Awareness		
LEVEL 5 – COMPLEX SKILLS	[0:51:32]	page 227
Achievement, Crisis Management, Immediate Action, Overwhelmed, Prepared, Stress		
FINAL THOUGHTS	[0:36:27]	

Electrical Estimating

VIDEO USER GUIDE

Play Time Total 10:30:35



	<u>Play Time</u>	<u>Book Page #</u>
CHAPTER 1 - INTRODUCTION	[1:07:40]	page 1
CHAPTER 2 - ABOUT ESTIMATING.....	[1:15:55]	page 23
CHAPTER 3 - UNDERSTANDING LABOR UNITS	[2:03:42]	page 49
CHAPTER 4 - THE ESTIMATING PROCESS	[1:25:24]	page 83
CHAPTER 5 - DETERMINING BREAK-EVEN COST	[1:18:17]	page 121
CHAPTER 6 - THE BID PROCESS	[0:55:07]	page 151
CHAPTER 7 - UNIT PRICING	[0:25:17]	page 171
CHAPTER 8 - Not covered in video		
CHAPTER 9 - THE BID PROCESS REVIEW.....	[0:45:22]	page 203
9.1 - Pre-Estimate	[0:45:22]	
9.2 - Estimate Process	[1:02:11]	
9.3 - Determining Break-Even Cost	[0:42:27]	
9.4 - The Bid Process.....	[1:20:31]	
BONUS - ESTIMATING SOFTWARE	[1:13:51]	

Business Management Skills

VIDEO USER GUIDE

Play Time Total 3:21:47



Please note that this video was made by Mike Holt as part of a business management live event. While some of the topics discussed might be covered in the Business Management Skills textbook, it was recorded as an independent video, not relating directly to the textbook, but is a supplement to it.

Becoming a Great Instructor

VIDEO USER GUIDE

Play Time Total 8:14:50



Becoming a Great Instructor Video Play Time

	<u>Play Time</u>	<u>Book Page #</u>
INTRODUCTION	[0:08:22]	page 1
PART 1 – THE RELATIONSHIP	[0:52:51]	page 5
1.1 – 1.2 Introduction, Get the Student Involved	[0:19:55]	
1.3 – 1.4 Relationships, Summary.....	[0:32:56]	
PART 2 – THE STUDENT	[0:48:59]	page 13
2.1 – 2.2 Introduction, Decision-Making Styles	[0:26:52]	
2.3 – 2.4 Learning Styles, Summary	[0:22:07]	
PART 3 – INSTRUCTOR	[2:15:02]	page 27
3.1 Introduction	[0:20:22]	
3.2 – 3.4 Attitude, Dress, Empathy	[0:19:21]	
3.5 – 3.7 Authority & Enthusiasm, Mood, Nervousness	[0:18:01]	
3.8 Preparation.....	[0:38:52]	
3.9 – 3.11 Presence, Take Control, Teach	[0:22:28]	
3.12 – 3.13 Your Performance, Summary	[0:15:57]	
PART 4 – PRESENTATION SKILLS.....	[1:08:33]	page 49
4.1 – 4.3 Introduction, Eye Contact, Hands	[0:23:34]	
4.4 – 4.7 Humor, Move Around, Names, Participation.....	[0:25:18]	
4.8 – 4.12 Politically Correct, Presentation Duration, Talking Speed, Voice, Summary	[0:19:41]	

	<u>Play Time</u>	<u>Book Page #</u>
PART 5 – THE CLASSROOM SETTING	[0:56:52]page 63
5.1 – 5.3 Introduction, Classroom, Classroom Layout.....	[0:33:04]	
5.4 – 5.12 Audiovisual Aids/Props, Equipment, Handouts, Lighting, Microphones/Sound Systems, Platforms, Podiums/Lecterns, Projectors, Refreshments	[0:23:48]	
PART 6 – THE PRESENTATION	[2:04:11]page 81
6.1 – 6.3 Introduction, Breaks, Create Conflict.....	[0:21:02]	
6.4 – 6.7 Disruptive Students, Guest Speaker, Mistakes, Move On.....	[0:26:45]	
6.8 – 6.11 Note Taking, Presentation Structure, Questions, Survey/Evaluation of Presenters	[0:55:48]	
6.12 Presentation Summary.....	[0:20:36]	