

Construction Management Building Blocks Program

Program Overview: the proposed program is scheduled for classes to meet every other month for two hours at one of our Dayton project field offices. The goal of the program is to provide training in fundamental areas of construction business management and an opportunity to network with other contractors and representatives from local agencies and business organizations.

The course outline addresses topics that are traditionally challenging for contractors. Participants will find the format to include lecture, group discussions, and hands-on demonstrations with proven business practices. Course materials will be presented by internal and external Skanska, Shook and Touchstone subject experts. Participants will receive certificates of completion.

Topic	Description
Introduction/Program Kickoff	
Introduction/Kickoff	Participants will be provided an overview of the courses; meet their instructors and representatives of some of Dayton's local agencies, and network. Refreshments to be provided.
	Date: Week of 3/13/08 Time: 2:00 – 4:00 Location: Skanska Shook Field Office Instructor(s): Bill Whistler/James Threalkill
Segment I: Marketing Your Business	
Marketing Overview	How to develop a targeted marketing strategy. Identifying your target client base. Developing best strategies to market to your client base – advertising, networking, trade associations, etc. Developing a fundamental marketing plan/package – logo, letterhead, past performance, brochures, etc. Getting certified as a small, minority business and utilizing the certification to grow your business.
	Date: 5/14/08 Time: 3:00 – 5:00 Location: Berry Conference Room #5@Miami Valley Hospital. Parking at MVH Field Office Instructor(s): Ken Herr/Mendy Mazzo
Doing Business with Public & Private Sector	Tips on how to do business with the Public Sector – federal, state and local governments (customize class to review local agency procurement policies). Certification procedures and requirements
	Tips on how to do business with the Private Sector. How to do business as a subcontractor to large contractors. How to do business with private clients. Working with the unions, project labor agreements. Date: 7/16/08 Time: 3:30-5:00 Location: Berry Conference Room #5 @ MVH. Parking at Skanska Shook Field Office on Wyoming St. Instructor(s):



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Segment II: Preparing a Profitable Bid Proposal	
Estimating/Bidding Part I	<p>Guidance on how to prepare a competitive and profitable estimate. Approach to evaluating bid documents, project specifications and drawings.</p> <p>Date: 9/11/08 Time: 3:00 – 5:00 Location: Berry Conf. Rm. #4 @ MVH. Parking at Skanska Shook Field Office on Wyoming St. Instructor(s): David Harlow/Bill Bowker</p>
The Contract	<p>Fundamentals of Construction Law. Familiarizing you with basics of construction contracts – general conditions, terms & conditions, etc. Complying with contract requirements. Tips for negotiating a fair construction contract. Joint venture agreements and associations.</p> <p><i>Course participants will engage in Joint Venture agreement workshop.</i></p> <p>Date: 11/3/08 Time: 2:00-4:00 Instructor(s): Clay Hayden Location: Berry Conference Room #4@MVH. Parking at Skanska Shook field office on Wyoming St.</p>
Estimating/Bidding Part II	<p>Estimating formats reviewed (CSI 16 divisions vs. Systems) Quantity take-offs; evaluating and pricing labor, materials and equipment costs. Adding appropriate profit margins.</p> <p><i>Course participants will engage in estimating workshop.</i></p> <p>Bonus: <i>Games contractors play to be low.</i></p> <p>*This course was covered in an earlier breakout session and on 9/11/08.</p>
Planning & Scheduling	<p>Learn how to develop a realistic and achievable project schedule. Principles of efficient and effective project planning and management for timely and profitable completion of projects. Subcontractor schedule versus general contractor schedule. Scheduling software packages.</p> <p>Date: 02/05/09 Time: 3:00-5:00 Instructor(s): Craig Eckert Location: Berry Conference Room #5@MVH. Parking at Skanska Shook field office on Wyoming St.</p>
Segment III: Project Management	
Field Management Techniques I & 2	<p>Part I of this program will review setting up the project, logistics, additionally discussions will be on focused on change orders, RFI's, shop drawing, schedule reviews, inspections, testing, reporting, meetings, deliveries/storage, and other areas of field management to help the contractor maximize its profits, minimize risks and delays.</p> <p>Part II of this program will look at techniques for planning the start of a work assignment to proper techniques for closing out a project in a timely manner, common areas of conflict between contractor/supplier and construction manager; steps to resolve disputes.</p>



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	<p>Date: 5/11/09 Instructor(s): Chris Hopper/Marty Corrado</p>
<p>Safety and Injury Free Work Environment</p>	<p>This program will introduce participants to OSHA requirements, Safety Planning and Training: how to develop and implement a comprehensive safety program.</p> <p>The impact of an accident on a business, co-workers and families; and the Injury Free Environment (IFE) program, to create more of an awareness of safe practices in the field, office, and at home, which ultimately will reduce incidents. MER, safety certifications Site safety manager and competent person requirements.</p>
	<p>Date: Week of 7/16/09 Time: 4:00 – 5:30 Location: Berry Conference Rm. #5 @ MVH Parking at Skanska Shook Field Office on Wyoming St.</p> <p>Instructor(s): Josh Stockwell / Joe Reich</p>
<p>Segment IV: Achieving Financial Success</p>	
<p>Information Technologies</p>	<p>Overview of computer based systems for communications, document storage, and project management will be explored. Participants will be introduced to software for small businesses and programs being utilized by major owners and Construction Managers.</p>
	<p>Date: 9/17/09 Time: 3:00 – 5:00 Location: Berry Conf. Rm. #5 @ MVH. Parking at Skanska Shook Field Office on Wyoming St.</p> <p>Instructor(s): Jeff DeRamus</p>
<p>Construction Accounting</p>	<p>Review principles of accounting for an emerging construction business. Topics include: book keeping, cash flow management, cost controls, record keeping, and financial statements. Payroll reports, certified payroll reports. Requisition</p>
	<p>Date: Week of 11/11/09 Time: 3:00 – 5:00 Location: Berry Conf. Rm. #5 @ MVH. Parking at Skanska Shook Field Office on Wyoming St.</p> <p>Instructor(s): Pam Shay-Bryant & Dianne Brush</p>
<p>Access to Capital and Bonding programs</p>	<p>Discuss public and private sector financing options: available resources, eligibility criteria, and loan options. A guide to preparing a success financial portfolio to assist in securing funding and bonding.</p>
	<p>Date: Week of 1/13/10 Time: 3:00 – 5:00 Location: Berry Conf. Rm. #5 @ MVH. Parking at Skanska Shook Field Office on Wyoming St.</p> <p>Instructor(s): Bob Halstead (Score) & Caitlin Bortolotto (City Wide)</p>
<p>Human Resource Management</p>	<p>Learn how to manage your most important asset: your people. Techniques on hiring: developing position descriptions, advertising, interviewing, laws governing employers; benefits; exempt and non-exempt employees; Reviews, harassment, and more.</p>



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	<p>Date: Week of 3/11/10 Time: 3:30 – 5:00 Location: Berry Conf. Rm. #5 @ MVH. Parking at Skanska Shook Field Office on Wyoming St. Instructor(s): Paige Profio – Skanska HR Service Coordinator</p>
Program Completion	
Graduation	<p>Participants will be recognized for their accomplishment of completing the program with a certificate. This will also be a networking session to meet additional major subcontractors and suppliers for potential, alliances and mentorship opportunities.</p>
	<p>Date: 5/10/10 Instructor: Skanska Shook Team</p>



SKANSKA SHOOK