

## Course Descriptions

## 45 Hour Construction Management Certificate

**Date: January 20, 2015**

### Session 1 Introduction to Construction Management

Construction Management teaches managerial aspects of contracting and the study of an individual firm in relation to the entire construction industry. In this course students will develop construction management skills for daily exchanges with staff, peers, and business associates.

**Date: January 22, 2015**

### Session 2 Field Management

This class introduces the students to the field operations management process. Additionally, business-side issues such as risk management plans, quality and safety programs, project oversight, relationships, and project post mortem are discussed. The class also focuses on project-side issues such as preparing for project start, job management, job review meetings, record keeping, relationships, and project closeout.

**Date: January 27, 2015**

### Session 3 Insurance

A course designed for Bonding & Insurance/Subguard & CCIP- "How to get invited to the Big Dance" a summary of the Insurance coverage/limits a subcontractor will need in order to be considered for a Bid. A cursory review of Turner sponsored Insurance Programs that help level the playing field.

**Date: January 29, 2015**

### Session 4 Access to Capitol

Creating and maintaining banking relationships, accessing capital and credit will be discussed in this session; geared towards small, established and growing contracting and construction firms.

**Date: February 3, 2015**

### Session 5 Marketing your Business I

This class is designed and structured as a guide to help assess your current marketing strategies. Participants in this workshop will be led through a series of steps to identify their current marketing strategies and how to move on to the next level by understanding their target market, approach to potential companies with low cost strategies.

**Date: February, 5 2015**

### Session 6 Marketing your Business II

"Your Company Capability Statement, An Important Tool for Marketing Your Business."

The marketing presentation will cover: What is a Capability Statement? Why Should Every business in the Construction Industry Have a Capability Statement? Types of Capability Statements. Essential Elements of Capability Statements. Effective Use of Capability Statements. Examples of Effective and Not so Effective Capability Statements. Drafting Your Capability Statement. The goal of the class is for students to learn the importance of a capability statement and how to create one. Students will create a draft during class.

**Date: February 10, 2015**

### Session 7 Finance & Accounting

Review job costing methodologies and cost control techniques with an eye to increasing your bottom line. This session will also review the AIA G702 document and discuss common errors Contractors make when completing this form. Finally we will review relevant computerized accounting software, and certified payroll.

**Date: February 12, 2015**

### Session 8 How to Read Construction Drawings

This session will focus on reading construction drawings with an eye for estimating jobs and understanding the various components.

**Date: February 17, 2015**

### Session 9 Responding to RFPs

This class provides an overview of the sales proposal process. Students will learn strategies for writing an effective response to a Request for Proposal (RFP). The course will also focus on presentation skills and preparation for interviews and client presentations. This course is intended to establish a basic understanding of business development activities and will include hands-on exercises.

**Date: February 19, 2015**

### Session 10 Joint Venture Partnerships

Typically more and more large public projects require a vast set of skills, firms, requirements, perspectives and talents. But what do you bring to the table and how does it add value to the team or the client? Learn the "how-to" on managing complex issues associated with seeking out adequate partners to bid jointly with or team up with to pursue a major project and the benefits and pitfalls of working closely together with majority primes on a winning assignment. Discussion on pursuit agreements and joint venture contracts, as well as documents and strategies utilized to manage the entity and performing the work in a fair and equitable manner.

**Date: February 24, 2015**

### Session 11 Site Safety Coordination

Construction Safety: an interactive class discussing necessary compliance with the requirements of New York City, New York State and OSHA. We will also discuss working with OSHA as a partner in safety, Turner's required protection beyond OSHA standards, and Turner's tools to plan necessary safety provisions into the strategy of the work.

**Date: February 26, 2015**

### Session 12 Construction Law

Guest speaker, Attorney Juan Restrepo, will present an overview of issues in construction law pertinent to contractors. The lecture will brief participants on construction law topics such as guarantees and sureties, liens and other security interests, construction claims and subcontract issues. A brief question and answer period will follow the lecture.

**Date: March 3, 2015**

### Session 13 Ethics and Compliance

This course will give students an understanding of the terms corporate governance, ethics, and compliance and will also provide students with an understanding of the rules of engagement on public projects. Learn the important elements of Business Conduct and an Ethics Policy. Understand the requirements under which employees are expected to operate to ensure their personal and professional reputations.

**Date: March 5, 2015**

### Session 14 Energy Efficiency

This course is geared to both introduce and help further familiarize construction trade contractors with Sustainability, USGBC LEED rating, identifying green design and construction resources, as well as review of green materials utilized on construction projects. The course will also provide an overview of typical contractor responsibilities and requirements for Sustainability/LEED projects.

**Date: March 10, 2015**

### Session 15 Health & Safety

This class will provide an overview of common threats to indoor air quality, health, and safety. The specific challenges of indoor hazards such as lead, mold, moisture, asbestos radon, and volatile organic compounds will be detailed, as well as measures for dealing with them. All strategies provided will be in alignment with the measures covered in the "Energy Efficiency" session.

**Date: Mar 12, 2015**

### Session 16 Graduation

The sessions conclude with a graduation ceremony to congratulate the participants on their achievements.