

# Training Catalog

FALL 2005  
A PUBLICATION OF  
CAROLINAS AGC

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## If It's Training, Look to Carolinas AGC

From entry level through top management, our Workforce Development staff (based throughout the Carolinas) is here to help you select or develop the right training solution for your employees. Here's a concise menu of how we can help you build a more productive workforce.

### Craftworker Training

Offerings range from individual entry level skills assessments up to certifications for skilled craftsmen. We can also certify your own staff to do in-house training for your own employees.

Choose from these delivery options:

**Scheduled classes**— as seen in this Training Calendar.

**"On-demand" classes**— if a member firm commits 5 or more individuals to attend a class not offered on the Calendar, Carolinas AGC will work to find an instructor and recruit additional attendees to reach the necessary minimum.

**Customized craft training**— We'll work with you to develop programs tailored to your company's specific needs, whether it's task training or formal apprenticeships. There are no administrative fees for our consultants' services.

### Supervisor Training & Certification

Project SuperVISION® is a unique combination of 5-course training and multiple certification levels for construction supervisors. Choose from these delivery options:

**Scheduled classes**— as seen in this Training Calendar.

**Private offerings**—The Project SuperVISION® core courses are available as a private offering for one or more firms.

### Safety Training

**Scheduled seminars**— as seen in this Training Calendar.

**"On-demand" classes**— if a member firm commits 5 or more individuals to attend a class not offered on the Calendar, Carolinas AGC will work to find an instructor and recruit additional attendees to reach the necessary minimum.

**On-site safety training**— customized to a contractor's specific needs, and delivered at a location of your choosing, in either English or Spanish.

### Management Education

Middle to upper managers can enhance their construction expertise as well as their business acumen through Carolinas AGC. Choose from these delivery options:

**Scheduled seminars**— as seen in this Training Calendar.

**"On-demand" classes**— if a member firm commits 5 or more individuals to attend a class not offered on the Calendar, Carolinas AGC will work to find an instructor and recruit additional attendees to reach the necessary minimum.

**Contractor Business Academy** is a comprehensive set of business courses designed to increase your knowledge of how to run a profitable construction company. **CAGC**

## Academy Builds Business Skills

An opportunity unique to Carolinas AGC is the Contractor Business Academy, teaching "Best Practices" for operating a profitable construction company.

Individuals starting or growing a business can significantly sharpen their competitive business skills. Attendees benefit from a casual atmosphere which allows a productive exchange with experts in the accounting, legal, and job management arenas.

### Multiple Delivery Options

**A. Conventional:** 5 one-day classes scheduled over a 5-month period. These are also offered "on-demand"— if we have commitments from 5 individuals in a local area, Carolinas AGC will work to "recruit" enough additional attendees to reach the minimum needed.

**B. HUB Version** (subsidized by a GC or owner for invited subcontractors): 10 to 16 evening classes offered over 10 to 16 weeks; can include optional additional topics (example: the UNC System HUB Academy includes blueprint reading).

- Planning the legal structure of your company
- Managing business risk through insurance, bonds, and contracts
- Estimating jobs to be competitive and make a profit
- Project management/scheduling
- Employer labor obligations & laws
- Proper accounting methods
- Business taxes, licenses and reporting requirements
- Workers' comp issues
- Public contract & prompt pay requirements
- How state agencies impact your business in NC & SC
- Contract and lien laws

Credit: 4.0 CEU's, 10 Project SuperVISION points.

Cost: \$850 for CAGC members, \$1250 for non-member subs invited by member GC's. (HUB scholarship funds may be available.) **CAGC**

# 2005 - 2006 Training Calendar

	August	September	October	November	December
<b>Management Education</b>					
Labor & Employment Law		Sept 16 Charleston*			
Lien & Bond Law	Aug 5 Charleston*		Oct 7 Greensboro		
Construction Quality Management			Oct 11 Fayetteville	Nov 1 Charleston*	
Medical Facilities			Oct 19 Raleigh		
Government Contracting			Oct 21 Charleston*		
Contract Review Workshop			Oct 26 Charleston*	Nov 9 Greenville, SC Nov 16 Raleigh	
Law for Subcontractors				Nov 2 Charleston*	
Basic Construction Accounting			Date TBD Raleigh		
<b>Safety Seminars</b>					
10-Hour Safety Seminar		Sept 22 Charleston*		Nov 5 Cullowhee, NC	
Advanced Excavation & Trenching				Nov 9 Charleston*	
Confined Space/Respiratory Protection				Nov 8 Charleston*	
Excavation & Trenching		Sept 9 Asheville Sept 23 Charleston*			
Forklift Train the Trainer			Oct 5 Charlotte		
Crane Operator/CCO Exam				Charlotte	
OSHA 500				Charlotte	
<b>Supervisor Training – Project SuperVISION® Courses</b>					
Total Safety Performance (CMT 212)*	AB Tech - Asheville Wake Tech - Raleigh				
Professional Construction Supervisor (CMT 210)*	Rowan-Cabarrus CC - Concord, NC Wake Tech - Raleigh				
Effective Preplanning & Project Scheduling (CMT 214)*	Rowan-Cabarrus CC - Concord, NC				
Cost Control & Productivity Improvement (CMT 216)*					
Human Side of Project Success (CMT 218)*					
<b>Supervisor Training – Supplemental Workshops</b>					
Contract Documents and Construction Law			Oct 12-13 Raleigh		
Leadership and Motivation					
Highway-Heavy Construction					
<b>Contractor Business Academy</b>					
Conventional Business Academy					
HUB Business Academy			Oct 4 Wilmington	Date TBD Charlotte	

\* Register with your community college: Rowan-Cabarrus Community College 704-637-0760 • Trident Technical Community College 843-574-6778 • AB Technical Community College 704-637-0760

## Management Education Descriptions

### Basics of Construction Accounting

For “newcomers” to construction as well as current financial personnel, project managers, and superintendents.

### Construction Law for Subcontractors

Avoid common problems experienced by subcontractors, protect your company and remain competitive. Covers subcontractors’ and suppliers’ obligations, defenses, and potential liabilities plus legal ways to preserve claims, get paid more efficiently, and avoid legal pitfalls.

### Construction Quality Management

Satisfies the CQM requirement for the CQC System Manager or Principal Member of a contractor on projects with the US Army Corps of Engineers or US Navy Facilities Engineering.

### Contract Review Workshop

Exclusively for project managers and construction site personnel, who must know the terms of their contracts and how to administer all stakeholder relationships.

### Labor & Employment Law for Construction Management

Gives construction management at all levels a greater understanding of the federal and state laws affecting their work sites.

### Government Contracting

If your company is planning to do government projects, this is a must attend for the project managers. *Length: 1.5 days, Credit 1.2 CEU's, 3 Project SuperVISION points.*

### Medical Facilities in North Carolina

For owners, architects, engineers, contractors, building officials, etc. interested in the design and construction of medical facilities in NC. Participants can question state officials responsible for reviewing plans and construction of licensed medical facilities. *Credit .7 CEU's.*

### Lien and Bond Law – NC and SC Versions

Teaches management from general, specialty, and subcontractors how to protect your money. *Length: .5 day. Credit .4 CEU's, 1 Project SuperVISION point.*

*Cost for management seminars: \$199. Classes are one full day. Credit .8 CEU's, 2 Project SuperVISION points unless otherwise indicated.*

## Safety Seminar Descriptions

### OSHA Confined Space and Lockout/Tagout

If your company works in environments OSHA may characterize as “permit-required confined spaces,” regulations apply not only to your workers but also to your clients. You or your clients could get cited because you failed to provide appropriate documentation before work.

### OSHA Excavation & Trenching “Competent Person”

OSHA regulations require a trained “competent person” to be on-site at all times workers are in trenches and other types of excavations. Designed for the foreman or superintendent on the jobsite. *Credit .9 CEU's.*

### Advanced Excavation & Trenching

Second-level curriculum. *Credit .7 CEU's.*

### OSHA 10-Hour Safety Certification

This class starts at the front of OSHA Regulations for the Construction Industry and races through to the other end. *Credit 1.0 CEU's, 3 Project SuperVISION points.*

### OSHA 500

Covers OSHA policies, procedures, and standards for construction as well as safety and health principles. Materials include the latest OSHA Standards 29 CFR Part 1926 and extensive reference materials. Successful participants can conduct 10- and 30- hour construction voluntary compliance courses, and issue OSHA course completion cards. *Credit 4.0 CEU's, 10 Project SuperVISION points.*

### Crane Operator/CCO Examination

Increase the overall quality and skills of your crane operators, help construction employers comply with OSHA standards and ANSI/ASME B30.5 & B30.8 requirements. Prepare your crane operators for the National Commission for Certification of Crane Operators (CCO) core exam and four specialty exams, offered on the final day of this 5-day session. *Cost: \$695 (exam fees additional). Credit 4.0 CEU's, 10 Project SuperVISION points.*

### OSHA Forklift Safety: Train the Trainer

For companies that use powered industrial trucks (pallet trucks, rider trucks, fork trucks or lift trucks).

*Cost for safety seminars: \$199. Classes one full day. Credit .8 CEU's, 2 Project SuperVISION points unless otherwise indicated.*

# Calendar

ec.	January	February	March
	Jan 13 Greenville, SC		
	Jan 17 Fayetteville	Feb 7 Charleston*	
		Feb 3 Columbia Feb 17 Raleigh	
	Jan 11 Charlotte		
	Jan 25 Charlotte		
	Rowan-Cabarrus CC - Concord, NC Wake Tech - Raleigh		
	Trident Tech - Charleston Wake Tech - Raleigh		
	Rowan-Cabarrus CC - Concord, NC Wake Tech - Raleigh		
		Wake Tech - Raleigh	Rowan-Cabarrus CC - Concord, NC
		Feb 9-10 Columbia	Mar 23-24 Charlotte
	Date TBD Charlotte		

Community College 828-254-1921 • Wake Technical Community College 919-662-3614

## Supervisor Supplemental Workshop Descriptions

### Contract Documents and Construction Law

Basic information about contract documents and construction law to help attendees recognize the roles and responsibilities of all contracted parties, understand how contract documents and law can be helpful to resolve issues, and maintain positive relationships between contractors, architects, engineers, and owners.

### Leadership & Motivation

The purpose of this course is to provide basic management ideas, principles and skills that will enable you to immediately function more effectively in the everyday management of your crew or task on your construction project and to introduce important project management principles that should be present on most projects regardless of who performs them or is responsible for them.

### Heavy Highway Construction Supervisor

Participants create an Action Plan to apply – on the job – ideas and skills learned in this course, to improve communication and interaction among different segments of the industry, and to show participants that they can improve their performance through training, observation and practice.

Cost: \$299. Classes are 2 full days. Credit 1.6 CEU's, 4 Project SuperVISION points.

## Project SuperVISION® Course Descriptions

### Anchor Course- Professional Construction Supervisor

This overview course introduces the fundamentals of effective supervision.

- Effective preplanning and the basic components of a master project plan
- How to prepare daily and weekly plans and schedules
- How to solve problems related to daily and weekly production, and apply the major components for improving productivity
- Types of contracts, basic parts of contracts and supporting documents, and maintaining documentation
- How to actively listen, speak, instruct, write, make presentations, and conduct meetings
- How to manage important relationships with owners, architects, engineers, subcontractors, etc. and resolve conflict
- How to recruit people, carry out industry primary employment laws and regulations
- How to be an effective motivator, build a team, handle discipline, train employees, and set practical work objectives.

### Total Safety Performance

Unlike other safety programs, this course teaches how to encourage people to take individual responsibility for safety. Participants qualify for their 30-hour OSHA certification.

- Why the management of safety is critical to company and employee health
- Identifying and controlling construction hazards
- Methods of effectively communicating safety information to contractors, material suppliers, and employees
- Appropriate record maintenance to comply with OSHA
- Proper ways to impress upon subordinates the accountability of each individual
- Proper use of OSHA 1926 standards
- Pre-planning safe work activities into the construction schedule
- How to instruct all employees performing new construction activities in safety
- How to handle an OSHA site visit

### Effective Preplanning and Project Scheduling

This “how to” course empowers supervisors to understand plans, schedules, and improve their skills by using the most current computer technology.

- Why planning is the most cost-effective function of management
- How to effectively apply basic planning principles to construction projects
- How to coordinate preplanning and develop a complete plan for a project
- Basic project scheduling concepts, how to express these in a diagram, and convert to easily understood information
- How to organize detailed planning for multiple aspects of a job
- How to effectively use short-term planning techniques and forms
- How to update the schedule, and its legal implications

### Project Cost Control and Productivity Improvement

Upon completion of this course, the supervisor will have a solid understanding of what factors affect costs, and how to actually control those costs. Materials for improving work methods and project administration will be developed using actual case studies.

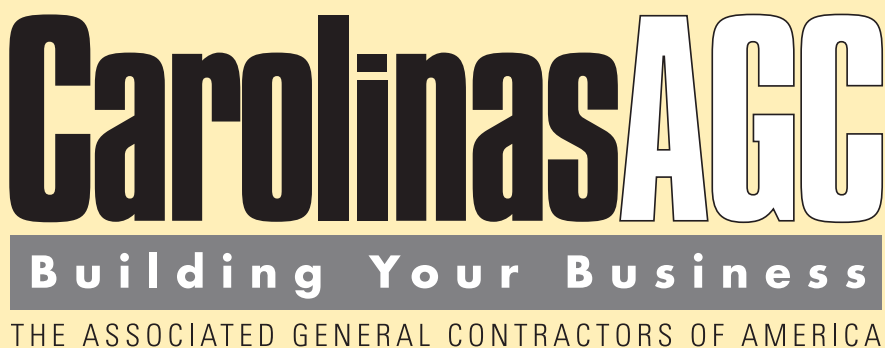
- Differences between production and productivity
- How the estimate is converted to budgets and ultimately to productivity measurements
- Differences between reporting and controlling costs
- Tools to measure and evaluate the effectiveness of work performed
- Detailed planning for key production items, and how to structure it for maximum effectiveness
- How fixed costs such as subcontractor's equipment, materials costs, and safety can affect overall project costs

### The Human Side of Project Success

Supervising the “people side” of a construction project is the most complex and sometimes the most difficult part of a supervisor's job.

- Basic concepts of human behavior needs, wants, motivators, and satisfiers
- How to evaluate and prioritize needs and wants, and how they affect individuals
- How the project environment affects the human side of the project
- Supervisor's role in project staffing and the applicable laws and support activities
- How teams work and their importance to a successful project
- How to build effective communication networks on the job
- How to identify and respond to conflict, crisis, and discipline
- HR laws, policies, and regulations
- Applicable government laws and regulations, and how to get specific advice and help

Register for PSV courses through your local community college; costs for books = \$150. Credit 4.0 CEU's, 10 Project SuperVISION points. **CAGC**



## Craft Training (for Students & Instructors)

As the first Carolinas construction association craftworker training accredited by the National Center for Construction Education & Research, we offer progressive training from craftworker to supervisor, certification programs, instructor training, career fairs, and customized programs.

Carolinas AGC's craft training is based on the NCCER's Contren Learning Series of modules designed to teach specific tasks. Students are skill-tested at the completion of each module.

### Student Skills Training

**Training Assessments** – Your local Carolinas AGC Training Consultant can be a resource for you in assessing the skills of individual employees, including basic or specialized tasks, math, reading, or other adult educational needs as well as specific craft assessment. Anyone interested in becoming an apprentice is required to take the Test of Adult Basic Education (TABE); your local Training Consultant will help develop an instructional program for each student.

### Skills Training options:

- Basic Construction Skills
- Metal Building Assembler

- Carpentry
- Drywall
- Electrical (Associate Degree available in NC)
- Glazier
- HVAC
- Industrial
- Instrumentation
- Insulation
- Ironworker
- Masonry
- Millwright
- Painting
- Pipefitter
- Plumbing
- Roofing
- Sheet Metal
- Sprinkler Fitter
- Welding

For information contact your local Training Consultant:

**Upstate SC & Piedmont/Western NC:** Suzan Simmons (864)423-9364; e-mail [ssimmons@carolinasagc.org](mailto:ssimmons@carolinasagc.org)

**Central SC:** Jan Welch (803)799-5380; e-mail [jwelch@carolinasagc.org](mailto:jwelch@carolinasagc.org)

**Eastern SC:** Butch Clift (843)412-0478; e-mail [bclift@carolinasagc.org](mailto:bclift@carolinasagc.org)

Triangle/Triad NC: Bob Royal (919)781-3270; e-mail [broyal@carolinasagc.org](mailto:broyal@carolinasagc.org)

**Craft Instructor Program** – facilitates the uniform delivery of training throughout the US. Master Trainers teach certified Craft Instructors. **CAGC**

## Project SuperVISION® is Nationwide

As is the only supervisor certification program of its kind in the United States, Project SuperVISION® provides a comprehensive educational system through courses, in-house private offerings and certification.

Through a new reciprocal arrangement with AGC of America, Project SuperVISION is now offered nationwide.

### Core Curriculum plus Supplemental Courses

Each 40-hour course carries 10 PSV Certification Points, and 4.0 Continuing Education Units.

- Anchor Course – Professional Construction Supervisor
- Total Safety Performance
- Effective Preplanning & Project Scheduling
- Cost Control & Productivity Improvement
- The Human Side of Project Success

Also through the reciprocal arrangement with national AGC, Carolinas AGC also offers the following supplemental two-day workshops based on the national Supervisory Training Program:

- Contract Documents & Construction Law
- Leadership & Motivation
- Heavy – Highway Construction Supervisor

Other titles that may be offered

upon demand are:

- Oral & Written Communication
- Problem Solving & Decision Making
- Planning & Scheduling
- Understanding & Management Project Costs
- Accident Prevention & Loss Control
- Managing the Project: The Supervisor's Role
- Productivity Improvement

Each of these carries 4 Project SuperVISION® points and 1.6 CEU's.

### The Certification Process

Certification on all 4 progressive levels is competency-based.

- Construction Supervisor
- Professional Construction Supervisor
- Professional Construction Supervisor, Senior
- Professional Construction Supervisor, Master

**Requirements** – Certifications are based on years of construction supervisory experience, successful completion of Project SuperVISION® offerings, points from completing any other continuing education courses pertaining to construction apprenticeship, supervision and academic degrees, and competency points based on evaluation by present and former supervisors. **CAGC**

Construction Experience + PSV Courses	Successful Completion of Points	Education & Training Points	Competency Skills	Effectiveness Rating =	Level of Certification
4 Years	Any 2 Courses	35	63	3.5	Construction Supervisor
6 Years	Any 3 Courses	50	90	3.5	Professional Construction Supervisor
8 Years	Any 4 Courses	65	117	3.5	Professional Construction Supervisor – Senior
10 Years	All 5 Courses	80	153	4.5	Professional Construction Supervisor – Master

## “Demand” Your Own Training Solutions

Carolinas AGC is happy to work to provide a wide range of “on-demand” classes if enough members request them.

For classes either not shown on the calendar or not shown when/where you need them: If we have commitments from 5 individuals in a local area, we will try to recruit additional attendees to reach the minimum number per offering.

Following is a sampling of topics, but if the topic you need is NOT listed, we can discuss developing a program to fit your needs.

### Half-day options

- OSHA Scissor Lift: Train-the-Trainer instruction
- Work Zone Safety: Train-the-Trainer instruction
- Employee Fraud: Misconceptions, Facts, & Prevention

### Full-day options

- Managing Risk at the Bid Table
- Communications for Executives & Administrative Assistants
- Crisis Management & Disaster Recovery
- Leadership for Success Series
- Respiratory Protection
- Hazard Communication
- Superpave Asphalt Concrete Mix Design & Construction
- Workers' Compensation
- How to Promote Your Business
- Common Sense Construction Law (for GC's and subs)
- Practical Construction Documentation for Site Personnel
- Improving Relations Between GCs & Subcontractors

To discuss offering a class in your area, contact Ginny Bigham at 704/372-1450, ext. 5248; e-mail [gbigham@carolinasagc.org](mailto:gbigham@carolinasagc.org) **CAGC**

## Safety Training on Your Terms, Your Turf

Our on-site safety trainer takes member service a step further—he will come to a location of your choosing, and instruct your employees on a topic customized for your company's needs.

Participants do not have to be from one company—you may opt to partner with another firm and split the cost.

This service specializes in OSHA compliance as well as helping contractors improve their bottom line.

Training modules are available in half-day or full day increments. They are limited to 30 participants. Topics available for custom on-site training:

- How to Survive an OSHA Visit
- OSHA 10-hour
- OSHA 30-hour
- Excavation/Soil Mechanics
- Fire protection/Prevention
- Ladder Safety/Scaffold Safety
- Lockout/Tagout
- Personal Protective Equipment
- Fall Protection
- Respiratory Protection
- Electrical Safety

For costs and additional information visit [www.cagc.org](http://www.cagc.org), see Safety & Health. Or contact Efren Morell 704/372-1450 ext. 5201; e-mail [emorell@carolinasagc.org](mailto:emorell@carolinasagc.org) **CAGC**

## Registration & Information

Please photocopy this form.

Event \_\_\_\_\_

Date/s \_\_\_\_\_ Location \_\_\_\_\_

Attendee Name \_\_\_\_\_

Job Title \_\_\_\_\_ E-Mail \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Payment Options (see Descriptions on pages 8-9 for cost)

**A) Provide credit card information and fax this form to 704/332-5032**

VISA  Mastercard  American Express

# \_\_\_\_\_ Exp. \_\_\_\_\_

Three-digit V-code (on back of VISA/ Mastercard; on front of AMX cards) \_\_\_\_\_

Print cardholder name \_\_\_\_\_

**B) Mail completed form with check payable to Carolinas AGC to Attn: Workforce Development, CAGC, PO Box 30277, Charlotte, NC 28230-0277**

Check Enclosed (Amount \$ \_\_\_\_\_)

**C)  Request that your company be invoiced by Carolinas AGC**

CAGC will fax registration confirmation, times and directions. Registrations cancelled within 5 working days prior to the event will be refunded, less \$50 administrative fee. No refunds for no-shows. For information: Jessica Rape 704/372-1450, ext. 5250; e-mail: [jrape@carolinasagc.org](mailto:jrape@carolinasagc.org).

### Continuing Education Information

**For PE's:** Carolinas AGC is approved by the NC Board of Registration for Professional Engineers & Land Surveyors as a sponsor of courses for PDH credit.

**Florida Contractors:** Construction Industry Licensing Board (CILB) provider #0001347.

**NC Alarm Systems Licensing Board:** Carolinas AGC is approved by the NC Alarm Systems Licensing Board to offer CEU credit for specified seminars.

**NC Plumbing, Heating, & Fire Sprinkler Board:** State Board of Examiners provider #05.