



CONTRACTOR ACADEMY

# 2018 TRAINING CATALOG



## Letter from the Contractor Academy Board of Directors:

We are excited to introduce this year's Contractor Academy Training Catalog. Provided within the catalog is a list of classes and training sessions with detailed course descriptions, all taught by industry leaders.

**Our Mission:** *To foster continued growth of small businesses and develop future leaders in the construction industry by facilitating education and networking opportunity.*

After great success last year, we are pleased to continue offering training courses with one-on-one opportunities for small businesses and their employees. Our programs, designed by skilled and experienced industry professionals, are centered upon construction best practices and employee development. They are also great networking opportunities.

In 2018, we are looking to expand our classes to include more of the construction companies and employees in this thriving Denver market. This year's catalog is more diversified with various types of course offerings, new presenters, and new bootcamp courses.

Don't miss out on these great opportunities to develop your business and employees! We look forward to seeing you at a class or workshop, as well as the HCC monthly dinner meetings.

The Contractor Academy Board



Jeff Anker	Saunders Construction, Inc., Board President
Katrina Wert	W.I.N. Community College of Denver
Jake Gilmore	Gilmore Construction
Cathy Kramer	Connect2Dot
Rick Moore	Swinerton, Builders
Rusty Gonzales	St. Andrews Construction Services
Kelli Kelly	PCL Construction
Kathy Maestas	Program Consultant

Thank you to the following companies for their continued support of the Contractor Academy:



# 2018 COURSE CALENDAR

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\* Courses and dates are subject to change. Please be sure to check [hispanic-contractors.org](http://hispanic-contractors.org) for the latest information on all Contractor Academy courses.

# 2018 COURSE GUIDE

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### **Cancellation Policy:**

Unless otherwise noted in the registration information for a specific workshop, the following cancellation policy applies: To receive a full refund, cancellations must be received in writing at least 72 hours prior to the event. Cancellation notices may be sent via email to [workshops@hispanic-contractors.org](mailto:workshops@hispanic-contractors.org) or via fax to (303)-893-2877.

# CERTIFICATE PROGRAMS

## **BUSINESS DEVELOPMENT CERTIFICATE**

The Business Development Certificate Program is designed to help professionals develop the skills required to fill their business pipeline. Major certificate topics will include getting in front of the right people and delivering professional information in the right way.

### **Who Should Consider This Certificate?**

Business owners and/or their marketing team should consider the Business Development Certificate Program.

### **Certificate Requirements:**

Participants must complete five (5) of the certificate courses listed below within 12 months. For more information about the listed courses, please refer to the Course Guide. After completing the required courses, request your certificate by contacting the Contractor Academy at (303) 893-3893 or email [workshops@hispanic-contractors.org](mailto:workshops@hispanic-contractors.org).

The five classes must be selected at the time of registration and only one change will be allowed per certificate. Participants must attend all five registered classes to successfully receive the certificate.

Please note: any classes taken prior to registering for your certificate will not be counted towards the certificate. No refunds will be given to certificates programs that are not completed in full.

### **Business Development Certificate Courses:**

- Construction 101
- Marketing & Social Media
- Understanding Plans & Specs
- Prequalification
- Construction Schedules
- Present Like a Pro
- Emerging Technologies
- Construction Industry Networking
- Effective Leadership & Conflict Resolution

### **Cost:**

The Business Development Certificate Program costs \$125.00 to complete.

Scholarships are available for Contractor Academy Certificate Programs. Call the Contractor Academy at (303) 893-3893 or email [workshops@hispanic-contractors.org](mailto:workshops@hispanic-contractors.org) for more information.

# CERTIFICATE PROGRAMS

## **PROJECT MANAGEMENT CERTIFICATE**

The Project Management Certificate Program is designed to strengthen project management skills for those in the construction industry. Strong project management can be the difference in whether you make or lose money on a project. Major certificate topics will include contracts, plans and specs, schedules and budgets.

### **Who Should Consider This Certificate?**

Management-level employees and all of those involved in managing your projects.

### **Certificate Requirements:**

Participants must complete five (5) of the certificate courses listed below within 12 months. For more information about the listed courses, please refer to the Course Guide. After completing the required courses, request your certificate by contacting the Contractor Academy at (303) 893-3893 or email [workshops@hispanic-contractors.org](mailto:workshops@hispanic-contractors.org).

The five classes must be selected at the time of registration and only one change will be allowed per certificate. Participants must attend all five registered classes to successfully receive the certificate.

Please note: any classes taken prior to registering for your certificate will not be counted towards the certificate. No refunds will be given to certificates programs that are not completed in full.

### **Project Management Certificate Courses:**

- Understanding Plans & Specs
- Construction Schedules
- Insurance & Bonding
- Jobsite Safety
- Emerging Technologies
- Field Document Management
- Invoice Process
- Change Order Management
- Effective Leadership & Conflict Resolution
- Project Closeout & Claims

### **Cost:**

The Project Management Certificate Program costs \$125.00 to complete.

Scholarships are available for Contractor Academy Certificate Programs. Call the Contractor Academy at (303) 893-3893 or email [workshops@hispanic-contractors.org](mailto:workshops@hispanic-contractors.org) for more information.



# TECHNICAL COURSES

## CONSTRUCTION 101

### Description:

Are you new to the construction industry? Participants of this course will learn basic construction knowledge, jargon, and other professional necessities.

The facilitators will explain the life cycle of a construction project, various roles of businesses within the industry, and give "construction vocabulary" lessons throughout the session.

### Course Facilitator(s):

Saunders  
JKS Industries

### Date Offered:

Tuesday, January 30, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

## UNDERSTANDING PLANS & SPECS

### Description:

Participants will gain a basic understanding of the layout and format of project specifications and drawings. Through interactive tasks we will review and learn to navigate the project documents.

Understand CSI format of specifications, drawing sheet numbers, plan views, elevations, sections, details, drawing schedules and diagrams.

### Course Facilitator(s):

Adolfson & Peterson Construction  
PML Architecture

### Date Offered:

Tuesday, February 27, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

# TECHNICAL COURSES

## PREQUALIFICATION

### Description:

Join us for a course about what's involved in a typical prequalification process and the proper way to include all information. Gilmore Construction will be using their process as a template.

Discover more information about:

- General FAQs
- References
- CSI codes
- Certifications
- Financials/Bonding

### Course Facilitator(s):

Gilmore Construction

### Date Offered:

Tuesday, March 27, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

## CONSTRUCTION SCHEDULES

### Description:

In this course, participants will understand the basis of a schedule and how to integrate a business' scope into the project schedule.

Taught by Kiewit, a national general contractor, participants will get a bird's eye view of a construction schedule and how subcontractors can increase their productivity and efficiency with proper schedule planning.

### Course Facilitator(s):

Kiewit

### Date Offered:

Tuesday, April 24, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

# TECHNICAL COURSES

## INSURANCE & BONDING

### Description:

Although a crucial aspect of the industry business, insurance can be a language of its own. This course is an introduction into insurance, directly applicable to the construction industry.

Jeff Berven of CRS Insurance Brokerage and Doug Rothey of Surescape will be discussing:

- Understanding the different types of insurance
- Understanding bonding

### Course Facilitator(s):

CRS Insurance Brokerage

### Date Offered:

Tuesday, May 22, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

## JOBSITE SAFETY

### Description:

What does it mean to have a safe and successful project? During this class, you will be encouraged to participate and bring your own creative ideas to the table.

This class will focus on pre-construction safety techniques like bidding projects with safety aspects in mind, assessing the safety risks prior to bid time, subcontractor safety selection, incident rating, onboarding new-hire employees, project start-up safety documentation, designating competent persons, on-site training techniques, engineering the risk out of the work, conducting onsite work operations safely, claim management, understanding good and bad safety behavioral habits, and building safety relationships.

### Course Facilitator(s):

Swinerton Builders  
Ammex Masonry

### Date Offered:

Tuesday, June 26, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

# TECHNICAL COURSES

## CERTIFIED PAYROLL

**Description:**

Learn why compliance is vital and how to submit your certified payroll.

This course is especially important for those working with state or city contracts. The Denver Auditors group will be on hand to give a guide to the basics of certified payroll and answer any questions you may have about how it affects your business.

**Course Facilitator(s):**

Starr Painting and Drywall  
Denver Auditors

**Date Offered:**

Tuesday, July 31, 2018  
5:00pm - 6:30pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

## FIELD DOCUMENT MANAGEMENT

**Description:**

Learn what field documentation you should have available on jobsites. A comprehensive checklist will be reviewed to help you determine which items might be applicable to your specific job. You will then be able to assemble a job-specific field documentation guide, containing basic jobsite information, scopes of work, and paperwork on the following topics:

- Safety
- Production
- Quality
- Daily Reports
- Change Orders
- T&M Directives
- Inspections

**Course Facilitator(s):**

Swinerton Builders  
NPW Contracting, Inc.

**Date Offered:**

Tuesday, August 28, 2018  
5:00pm - 6:30pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

# TECHNICAL COURSES

## INVOICE PROCESS

### Description:

Invoicing is the lifeblood of your company's cash flow. It is crucial to make sure your process for getting paid for the work performed and materials supplied to a project is set up properly.

In this class, we will talk about:

- Invoicing
- Types of lien waivers
- Strategies for getting paid
- Protecting your lien rights

### Course Facilitator(s):

Ammex Masonry

### Date Offered:

Tuesday, September 25, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

## CHANGE ORDER MANAGEMENT

### Description:

Changes occur for many different reasons on a construction project. How do you deal with these changes when they occur? Does your company have a process in place to effectively and quickly address change orders?

This course will cover:

- Definition of a change order
- Creating a change order
- Hands on exercise to create/price a change order

### Course Facilitator(s):

FCI Constructors, Inc.  
Ammex Masonry

### Date Offered:

Tuesday, October 30, 2018  
5:00pm - 6:30pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

# TECHNICAL COURSES

## PROJECT CLOSEOUT & CLAIMS

### **Description:**

In this section, participants will review and learn the structure of a close-out package, and the details of organizing and submitting your closeout materials to the general contractor and project owners with clear itemized transmittals and PDF digital book marks. Understand the sub-contract scope and strategies to meet close-out requirements before substantial completion per the contract documents. Understanding the importance of closeout documents in regards to getting final payment (lien releases, submittals, redline plans, etc. Know your subcontract and the requirements within.

### **Course Facilitator(s):**

Swinerton Builders  
Adolfson & Peterson Construction

### **Date Offered:**

Tuesday, November 27, 2018  
5:00pm - 6:30pm

Food will be provided.

### **Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### **Cost:**

\$30.00

# FORUMS

## 2018 LEGAL UPDATE

**Description:**

The year 2017 ushered in a multitude of federal and state labor and employment developments, some of which required wholesale changes to longstanding labor and employment practices. Are you in compliance?

Start your year off right by joining knowledgeable Denver labor and employment attorneys Kate Raabe and Adam Brown of Fisher Phillips, a leading national law firm. This always popular, interactive forum will provide an opportunity to ask your questions and help you avoid liability and mitigate legal risk.

**Course Facilitator(s):**

Fisher Phillips

**Date Offered:**

Tuesday, January 9, 2018  
5:00pm - 6:30pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

## EMERGING TECHNOLOGIES

**Description:**

The construction industry has been rapidly changing with exponentially growing technologies.

Learn more about how industry leaders are utilizing technology to increase efficiencies, promote employee growth, and strengthen their bottom line.

More information will be made available about the Emerging Technologies Forum on our website.

**Course Facilitator(s):**

TBD

**Date Offered:**

Tuesday, July 10, 2018  
5:00pm - 6:30pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

# LEADERSHIP COURSES

## MARKETING & SOCIAL MEDIA

### Description:

Social media is a key part of marketing and business development across all industries. Statistics show that 60 percent of buyers check professional services through social media pages. Is your company utilizing social media effectively? What should we be posting, how often, and on what platforms?

### Learning Objectives:

- How to post effectively on different platforms (LinkedIn, Facebook, Twitter, etc.)
- Building a social media calendar
- How to track the effectiveness of your posts
- Common social media pitfalls and how to avoid them

### Course Facilitator(s):

Small Giants

### Date Offered:

Monday, February 12, 2018  
11:30am - 1:00pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00

## PRESENT LIKE A PRO

### Description:

In this unique course, students will learn how to organize and present concepts, ideas, and information to a variety of audiences.

This hands-on experience is great for interview prep, teaching classes, or building presentations for your business.

### Course Facilitator(s):

PCL Construction

### Date Offered:

Monday, May 14, 2018  
11:30am - 1:00pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$30.00



# LEADERSHIP COURSES

## CONSTRUCTION INDUSTRY NETWORKING

**Description:**

The construction industry is about “who you know, and how you can help them.”

Networking is more than collecting business card and this class will provide participants with a strategy on how to navigate the networking scene.

Learn how to develop strategic and trustworthy relationships into business opportunities.

**Course Facilitator(s):**

AMI Mechanical

**Date Offered:**

Monday, August 13, 2018  
11:30am - 1:00pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

## EFFECTIVE LEADERSHIP & CONFLICT RESOLUTION

**Description:**

Learn written and verbal techniques to communicate effectively. Also, learn the benefits of listening and interpreting body language.

Also, what type of leader are you? Enhance your leadership skills and develop new styles to use in your everyday professional world.

**Course Facilitator(s):**

PCL Construction

**Date Offered:**

Monday, November 12, 2018  
11:30am - 1:00pm

Food will be provided.

**Location:**

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

**Cost:**

\$30.00

# BOOTCAMPS

## ESTIMATING BOOTCAMP

### Description:

This class will be a review of the general contractor's project procurement process, conceptual and schematic estimating, and preconstruction that go into guaranteed maximum price (GMP) and design-build projects. This will include an overview of the subcontractor's role in this process and how to engage earlier in the project timeline.

### Learning Objectives:

- o Difference between unit price and lump sum bids
- o Listing of exclusions, insurance requirements
- o Understanding what the general contractors look at when comparing estimates (apples-to-apples or apples-to-oranges)
- o When line items in the bid are left blank
- o What the next steps look like after you have been selected as winning bidder

### Course Facilitator(s):

Swinerton Builders, Adolfson & Peterson Construction, Saunders, Ammex Masonry, and NPW Contracting, Inc.

### Date Offered:

Saturday, March 10, 2018, 8:00am - 2:00pm  
Food will be provided.

### Location:

AGC Building: 1114 W. 7<sup>th</sup> Ave., Denver, CO

### Cost:

\$100.00

## BOOTCAMP (TOPIC TBD)

### Description:

TBD; Please check the Contractor Academy website for more information.

### Course Facilitator(s):

PCL Construction

### Date Offered:

October TBD  
8:00am - 2:00pm

Food will be provided.

### Location:

AGC Building  
1114 W. 7<sup>th</sup> Ave.  
Denver, CO

### Cost:

\$100.00

# END-OF-YEAR CELEBRATION

## PLEASE JOIN US!

### **Description:**

This event is for all past class attendees and presenters, as well as our WIN, scholarship, and certificate participants. We would like to say “thank you” for a great year!

At this event, we also introduce any upcoming changes and our new schedule for 2019. We encourage you to invite someone who may not be familiar with the HCC Contractor Academy to join us, as well.

Help us spread the great work of the HCC Contractor Academy!

### **Date Offered:**

Tuesday, December 4, 2018

5:30pm - 7:30pm

### **Location:**

TBD; Please check the website for updated information about the End-of-Year Celebration.

### **Cost:**

No charge for attendance. Celebration will be provided for all attendees by our corporate sponsors.